



PSAC Ontario
2018 Directly Chartered Locals Conference
November 15-18, 2018

Date: August 30, 2018

To: Directly Chartered Locals in the PSAC Ontario Region
From: Sharon DeSousa, Regional Executive Vice-President - Ontario
Peggy Jones, Directly Chartered Locals Representative, PSAC Ontario Council
Craig Berggold, Directly Chartered Locals – Academic Workers Representative,
PSAC Ontario Council
cc: Regional Council and Alternates, Regional Offices

Greetings Sisters and Brothers;

We are pleased to announce the ***PSAC Ontario 2018 Directly Chartered Locals Conference!***

The Conference takes place **November 15th – 18th, 2018** in Toronto Ontario at the **Embassy Suites by Hilton, Toronto Airport (262 Carlingview Dr, Toronto, ON M9W 5G1).**

Registrations Must be submitted by end of day on September 21st, 2018

Please complete the attached registration form and send it by email, mail or fax to **Beth Bennett** at the PSAC London Regional Office **by September 21, 2018:**

Email: BennetB@psac-afpc.com

or

480 Sovereign Rd. Unit 11
London, ON N6M 1A4

or

Fax: 519-659-1132

All members in good standing from Directly Chartered Locals are welcome to register.

Travel:

All travel plans will be made on a case by case basis taking into account the delegate's location, the most direct and economical means of travel, reasonable hours of travel and in accordance with the PSAC Travel Policy (<http://psacunion.ca/psac-travel-policy>). All delegates will need to contact Beth Bennett at the PSAC London Regional Office to discuss individual requirements.

Personal Vehicles and Mileage:

Delegates who choose to drive will be reimbursed according to the PSAC rates chart and the PSAC Travel Policy (<http://psacunion.ca/psac-travel-policy>). This travel requires prior approval and will be reviewed on a case-by-case basis.

Accommodation:

In order to foster an environment of solidarity the Directly Chartered Locals Conference is an in-residence experience. This means delegates will stay onsite at the Embassy Suites by Hilton, Toronto Airport. The Conference is scheduled to begin on Thursday, November 15th, 2018 at 9:00am. Delegates traveling from outside of Toronto should arrange to arrive on the evening of Wednesday, November 14th. The Conference will adjourn at noon on Sunday, November 18th, 2018. All accommodations will be arranged on your behalf, and are based on single occupancy. Room charges and applicable taxes will be directly billed to the PSAC. A deposit will be required upon check-in for incidental room charges. This is normally handled using a personal credit card. If the use of a personal credit card is not possible, please contact Beth Bennett to discuss alternatives.

Meals:

Delegates will be reimbursed for meal(s) while in transit on Wednesday, November 14th, 2018 and for meal(s) while in transit on Sunday November 18th, 2018. Dinner allowance will be claimable from Thursday, November 15th to Saturday November 17th for all delegates. No meal allowance will be claimable where meals are provided as part of the conference package. Please ensure that any dietary requirements and or food allergies are provided in the "Special Requirements" section of your registration form.

Loss of Salary:

Loss of salary will be compensated for any hours that a delegate was regularly scheduled to work. With prior approval, loss of salary may be compensated for travel on Wednesday November 14th for delegates who cannot travel after working hours.

For reimbursement, delegates must have:

1. A copy of a recent pay stub;
2. A copy of a shift schedule for the period of the conference (if a shift worker); and
3. A completed Leave Without Pay form (where applicable).

Paperless Conference:

The Organizing Committee's aim is to deliver a paperless conference to the greatest extent possible. All delegates are encouraged to participate in this endeavour by bringing a laptop, or you may request the use of a PSAC loaner laptop for the duration of the Conference (a request for a loaner laptop can be indicated in the "Special Requirements" field of the registration form). For those participating in the paperless conference, a USB key will be provided which includes all delegate conference materials. For those who would prefer to receive hard copies of delegate materials, please clearly indicate this preference on the registration form (you may use the "Special Requirements" portion of the form).

Family Care:

Family Care costs will be reimbursed as per the PSAC Family Care Policy.

<http://psacunion.ca/family-care-policy>

Note:

The Directly Chartered Local Conference is a harassment free, smoke free and scent free environment.

In Solidarity,

Sharon DeSousa,

Regional Executive Vice-President – Ontario
Public Service Alliance of Canada

Peggy Jones,

Directly Chartered Locals Representative,
PSAC Ontario Council

Craig Berggold,

Directly Chartered Locals – Academic Workers Representative,
PSAC Ontario Council

REGISTRATION FORM

DELEGATE/OBSERVER INFORMATION

NAME:	PSAC ID #:
HOME ADDRESS:	CITY:
POSTAL CODE:	LOCAL #:
HOME PHONE:	CELL PHONE:
PERSONAL EMAIL:	
<input type="checkbox"/> DELEGATE	<input type="checkbox"/> OBSERVER

SPECIAL REQUIREMENTS

The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs below and provide any necessary explanation that will assist us in meeting them. The PSAC strives to ensure that PSAC events are barrier-free for all members.

SPECIAL REQUIREMENTS:

Hard Copy (Paper) USB Loaner Laptop

SELF-IDENTIFICATION (Optional)

For PSAC Record Purposes Only (please self-identify to the level you are comfortable doing so):

Indigenous Member with a Disability Gay/Lesbian/Bisexual/Transgendered
 Racially Visible Woman Young Worker (35 and Under)

TRAVEL ARRANGEMENTS

Please indicate the travel arrangements of attending delegates below:

Travel by:

Air Bus Rail Personal Motor Vehicle

If you will be carpooling, please indicate with who:

CLOTHING

Please indicate your clothing size below (for the purchase of SWAG):

Clothing Style:

Womens

Mens

Clothing Size:

Small Medium Large X Large

XX Large XXX Large

LOCAL PRESIDENT'S ENDORSEMENT

As the current local president of _____ (insert local number), I support the attendance of the above-named member to the 2018 PSAC Ontario, Directly Chartered Local Conference.

Name

Signature

Date