

GSU Convention 2011

Convention Bulletin 3

01/06/2011

To: Accredited Delegates and Observers

Dear Sisters and Brothers;

This Bulletin explains how to register for the Convention, as well providing information on Hotel and Travel arrangements, Delegate Expenses and Special Needs.

Enclosed is your Delegate Credential. Please present it when you arrive at Convention.

On-line Registration

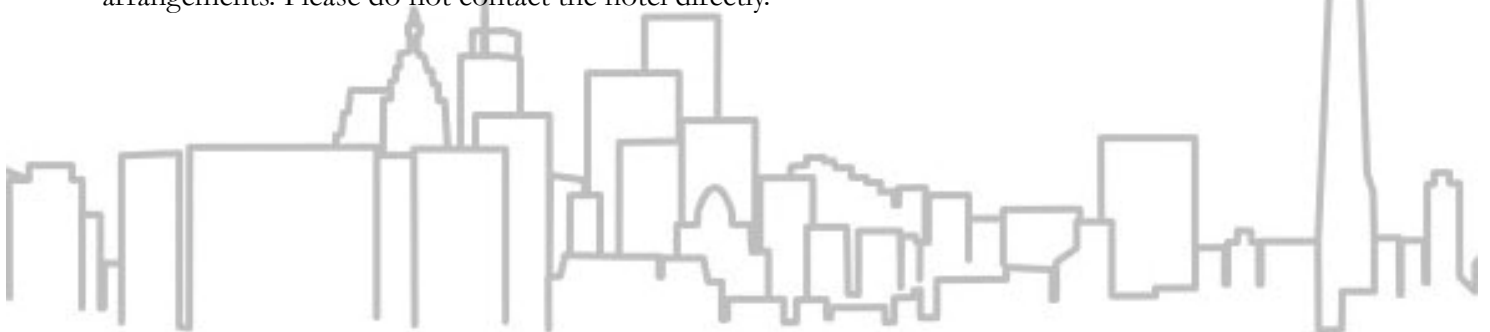
All National Officers, Local Delegates, and Observers must now register as Convention participants using the on-line form on the GSU Web site. You can find a link to the Convention page and the Registration Form on the front page of our site (www.gsu-ssg.ca.)

The deadline for completing your On-line Registration is August 15, 2011.

If you prefer to use a paper form to register, you can download one from the same web page or call the national office and one will be sent to you.

Hotel Arrangements

The Convention will be held at the Delta Chelsea Hotel in Toronto, Ontario. All hotel arrangements will be made through the GSU National Office, based on your registration form and your travel arrangements. Please do not contact the hotel directly.



Travel Arrangements

Once the appointments to Convention Committees have been approved by the National Council and announced (late in June) you may make your travel arrangements.

Travel arrangements **must** be made through our travel agent – **W.E. Travel**. You will receive detailed information for them with the next Convention Bulletin.

Things to remember about travel arrangements:

- Do not make your travel arrangements until you know if you are appointed to a convention committee (after June 25, 2011.)
- If you live in Ontario or the National Capital Region, you will travel to the convention by bus, train or personal car.
- If you are a **member of the National Council**, your first meeting will be Friday, October 21, so you should arrive by the evening of Thursday, October 20.
- If you are **appointed to a convention committee**, your first meeting will be Saturday, October 22, so you should arrive by the evening of Friday, October 21.
- If you are **not on a convention committee**, you are invited to arrive in time for the reception on the evening of Monday, October 24.
- The convention will probably adjourn by 5:00 pm on Thursday, October 27 but it could be later. Do not choose a flight that leaves Toronto earlier than 8:00 pm.
- Travel arrangements for Observers or guests or for delegate stops en-route should also be made through our travel agent. However, you will be required to charge these costs to your personal credit card when you book them.

Things to remember about allowable expenses:

GSU will pay the following expenses for each accredited delegate at convention;

- travel to and from the convention at the most economical rate
- reasonable ground transportation between your home, the airport and the hotel
- hotel accommodation for the appropriate nights
- loss of salary and per diem
- other reasonable and receipted expenses such as child care

GSU is not responsible for the cost of any stopover travel, additional nights in the hotel or for any expenses incurred by Observers or by guests accompanying a delegate.

Special Needs

If you have any special needs that may limit your participation in this convention, please be sure to complete the Special Needs section on the Registration Form. We want all delegates to feel as

comfortable and as secure as possible at this convention. Special needs may include mobility restrictions, hearing, or vision impairment, difficulty in walking long distances, or serious allergies, etc. If you let us know in advance, we will do our best to provide whatever assistance you need.

Hotel Extras

The hotel has a limited number of suites available at an additional cost. You are welcome to change your level of accommodation but the change must be made through the GSU National Office. GSU will only pay the regular room rate of \$119.00 plus taxes for each delegate. All additional room and incidental costs are your responsibility and must be paid to the hotel upon check out.

- Kitchenette room - \$40.00 extra per night
- One Bedroom Suite - \$100.00 extra per night
- Hospitality Suite - \$244.00 extra per night, plus bedroom

You may upgrade your room by completing that section of the on-line Registration Form.

If you have questions or concerns about any of these subjects please contact the National Office as soon as possible.

In solidarity,



Mark Brunell
National President
Government Services Union, PSAC

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