



Convention Update



CATCA 2013
April 17-19, 2013
Saskatoon, Saskatchewan

CATCA 2013 Organizing Committee
Rick Marsh - Convention Director

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Branch and Facility Selection of Convention Delegates, Distribution of Votes, and Official Observers

Delegates and Distribution of Votes

As per Section III, para. 11.1 of the Policy Manual.

In any Convention year, determination of Branch entitlement to Convention delegates and delegation votes shall be based on the number of active members shown on the National Office records as of January 15.

Each branch shall be entitled to one (1) delegate for the first thirty (30) members of that branch and one (1) additional for each additional thirty (30) members or part thereof.

After January 23th, 2013 National Office will notify each Branch of the numbers of delegates and the number of delegate votes to which they are entitled pursuant to the National Office records.

Official Observers

As per Section III, para. 11.2 of the Policy Manual.

Each Branch/Facility is entitled to at least one (1) observer.

Branches with more than three (3) delegates will be allowed one (1) additional observer for each additional three (3) delegates or portion thereof.

CATCA will fund travel for the selected observers consistent with Section IV, para. 4.2, of the Policy Manual.

Member Observers

Please note that Member Observers are to incur their own costs and make their own travel arrangements. National Office will book hotel accommodations at the Member Observer's expense.

Delegate Entitlements

CATCA will pay the following for delegates

Per Diem: As per Section IV, para. 4.3 of the Policy Manual 5 days per diem for April 16-20 inclusive at \$90.00 per day, as per Section IV, para. 4.3 of the Policy Manual.

Transportation to/from Saskatoon: As per Section IV, para. 4.2 of the Policy Manual, all travel arrangements will be done through National Office. A B&F will be sent out in January 2013 regarding travel information, and a flight booking form for all delegates to fill out.

Private Vehicles: Persons choosing to travel via private vehicle will be reimbursed for mileage up to the cost of the most economic airfare that would have been incurred.

Ground Transportation to/from Saskatoon Airport: Complimentary transportation (for those registered for CATCA 2013) is being organized to and from the airport by the National Office. There will be scheduled transportation for April 16th and also for the return trip on April 20th, 2013. Please be sure to fill in your arrival times on the registration form. Scheduled times to/from the hotel will be announced at a later date.

Accommodation: Will be paid as per Section IV, para. 4.4 of the Policy Manual. Booking is done through CATCA National Office by completing your registration form. Please note that CATCA will pay only **half** the room rate for each delegate. Therefore, if a delegate chooses to share with someone other than another delegate, that delegate will be responsible for the other half of the room cost.

Shift Coverage: will not be paid to delegates.

Cheques Issued: Once your registration has been received and processed, a cheque will be issued to each delegate to cover the per diem as well as \$40.00 for ground transportation from/to home. Cheques will be issued to registered delegates only.



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Cheques Issued: Once your registration form and fee have been received and processed a cheque will be issued for \$40.00 to each official observer to cover your ground transportation from/to home. Cheques will only be issued to official observers that have paid their registration in full.

Accommodation: Booking is done through CATCA National Office by completing your registration form. Official Observers are responsible for the total room costs.

Travel

Arrival in Saskatoon is scheduled for Tuesday, April 16th, 2013 and departure is on Saturday, April 20th, 2013. Delegates are reminded that these are the official travel days and if you wish to arrive earlier or stay later than these dates you will be responsible for any extra room night charges and ground transportation.



Registration – Dates & Times

Registration will begin on Tuesday April 16th, 2013. The registration desk will be set up outside the meeting room on the main floor and will remain open throughout the convention. Our office staff will be available to assist you with any questions you may have.

The [Registration Form](#) is to be completed online by all attendees and must be submitted online to the National Office. All registrations **must be** received by **March 1st, 2013**.

We look forward to seeing you in Saskatoon!

Your cheque for \$150.00 must be made payable to “CATCA Convention”. Please complete registration form online and mail cheque to: CATCA Convention, 304 – 265 Carling Ave. Ottawa, ON K1S 2E1.
All registrations must be received by March 1st, 2013