

February 15, 2013

TO: BRANCHES AND FACILITIES

CONVENTION REMINDERS

Please ensure that you have sent in your [registration](#) and [flight booking](#) forms so that we can make your hotel and travel arrangements. Please note you must make all hotel arrangements through the CATCA National Office.

The deadline for receipt of your hotel accommodation and travel requests is **March 1, 2013**.

It is **imperative** that we receive your registration and flight booking forms **as soon as possible** so that the National Office can plan the transportation schedule to/from Saskatoon according to your arrivals and departures at the J.G. Diefenbaker International airport in Saskatoon.

Branch Secretaries/Facility Stewards are to submit the names of their [delegates](#) and [official observers](#) and their current mailing addresses, phone numbers and email addresses to the National Office by **February 25th, 2013**, using the attached forms.

By-law and policy amendment proposals must be **postmarked no later than February 25nd, 2013** for CATCA 2013. Attached are the forms recommended for use by Branches/Facilities in submitting convention [resolutions and By-law amendments](#)

In solidarity,

Greg Myles
President

Doug Best
Executive Vice-President