



February 11, 2016

To: **Branches & Facilities**

CONVENTION REGISTRATION REMINDER

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

Information on the Companion's Program can be found [here](#). To register a companion, simply fill an additional registration form and choose "Companion" under "Category".

The deadline for receipt of your registration and travel requests is **Thursday, February 25, 2016**.

Please note that **Delegates DO NOT** need to send in a cheque. The Registration fee will be deducted from your reimbursement cheque.

We appreciate you sending in your forms **ASAP** so that the National Office can plan the transportation schedule to/from Halifax according to your arrivals and departures at Halifax Stanfield International Airport.

In solidarity,

Peter Duffey
President

Doug Best
Executive Vice-President