February 27, 2019

To: Regional Vice Presidents
       Branches & Facilities

Convention Registration Reminder

Convention details including information on the agenda, companion program, transportation to/from Banff, and much more can be found on the Convention website. The password is BANFF2019.

Everyone planning to attend Convention **must** complete the online Convention registration form. As hotel rooms are in high demand, we cannot guarantee a room if the registration deadline is missed. Registration closes **Monday, March 18, 2019 at 11:59pm ET.**

Delegates
- National Office will book your travel and hotel reservations, with CATCA paying half of the standard room rate for each Delegate
    o If you do not share a room, you are responsible for paying the other half
- Delegates **do not** need to send in a cheque for registration fee, as it will be deducted from your reimbursement cheque.

Official Observers
- National Office will book your travel and hotel reservations
    o You are responsible for your room costs
- Official Observer registration fees can be submitted to National Office via cheque or e-transfer to finance@catca.ca with the password answer 5454

Member Observers
- National Office will reserve your hotel room
    o You are responsible for your room costs
- You are responsible for your own travel plans
- Member Observer registration fees can be submitted to National Office via cheque or e-transfer to finance@catca.ca with the password answer 5454

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THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA

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Unifor Local 5454
Section Locale 5454 d'Unifor

Companion Payments
- Members are responsible for any companion travel arrangements
- Companion program fees can be submitted to National Office via cheque or e-transfer to finance@catca.ca with the password answer 5454

We appreciate you submitting in your online registration **ASAP** as it also helps the Organizing Committee plan the transportation schedule to/from Banff according to your arrivals and departures from Calgary Airport.

In solidarity,

Peter Duffey   Doug Best
President   Executive Vice-President

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