



January 24, 2025

## 2025 CATCA Convention Important Information: Registration, Travel, Member Participation

Registration is now open for the 2025 CATCA Convention in St. John's, Newfoundland at the [Delta Hotel St. John's](#) from Monday, June 2 to Wednesday, June 4, 2025.

**Reminder:** You must be logged into the CATCA website to register.

### Registration

- [Registration and travel information](#) must be submitted online to the National Office. All registrations must be received by **March 31, 2025**. **Only online registrations will be accepted.**
- Registration fees are:
  - Delegates \$175.00, Official Observers \$185.00, Member Observers \$200.00
- Fees can be paid by e-transfer to [finance@catca.ca](mailto:finance@catca.ca).

### DELEGATES

Please complete the [Registration and travel information](#) online.

- **Accommodation:** Per Section II, para. 4.4 of the [Policy Book](#), CATCA will pay only half the room rate for each Delegate.
  - I.e.: 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.
- **Travel:** Per Section II, para. 4.2 of the [Policy Book](#) all arrangements will be done through National Office.
  - **Official travel days** are Sunday, June 1, 2025 (arrival) and Thursday, June 5, 2025 (departure). If you are arriving earlier or staying later, all additional room charges and ground transportation is at your cost.
  - Flight preferences can be listed at the bottom of your online [registration](#).
  - Those choosing to travel via **private vehicle** will be reimbursed for mileage up to the cost of the most economical airfare that would have been incurred.

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- **Entitlements:** Per Section II, para. 4.3 of the [Policy Book](#) 5 days per diem for June 1 – June 5, 2025; \$120.00 per Convention day, \$95.00 per travel day (where applicable) less any meals provided by CATCA.
  - **Shift Coverage** will not be covered by CATCA
  - E-transfers will be made to Delegates while at Convention
    - Per diem, accommodation, travel allowance, mileage/airfare (if applicable), less registration fee
- **Distribution of Votes** - Per Section I, para. 10.1 of the [Policy Book](#):
  - 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.

### **OFFICIAL OBSERVERS**

- Please complete the [Registration and travel information](#) online.
- **Accommodation:** Per Section II, para. 4.4 of the [Policy Book](#), Official Observers are responsible for the total room costs.
- **Travel:** Per Section II, para. 4.2 of the [Policy Book](#), all arrangements will be done through National Office.
  - **Official travel days** are Sunday, June 1, 2025 (arrival) and Thursday, June 5, 2025 (departure). If you are arriving earlier or staying later, all additional room charges and ground transportation is at your cost.
  - Flight preferences can be listed in your online [registration](#).
  - Those choosing to travel via **private vehicle** will be reimbursed for mileage up to the cost of the most economical airfare that would have been incurred.
- **Entitlements:** CATCA will fund travel for the selected Observers consistent with Section II, para. 4.3 of the [Policy Book](#).
  - E-transfers will be made to Delegates while at Convention
    - Travel allowance, mileage/airfare (if applicable)
- **Participation:** Per Section I, para. 10.2 of the [Policy Book](#), 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.

### **MEMBER OBSERVERS**

- Please complete the [Registration and travel information](#) online.
- Member Observers are to incur their own costs and make their own travel arrangements.
- **Accommodation:** National Office will book hotel accommodations at the Member Observer/Branch's expense.

**We look forward to seeing you in St. John's!**

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