



**PSAC B.C. 6th Regional
Triennial Convention**
April 25-27, 2014 in Vancouver, B.C.



**STANDING TOGETHER,
STANDING STRONG**

IMPORTANT DATES FOR CONVENTION DELEGATES

Please read enclosed guidelines carefully

Convention Start Date	Friday, April 25 at 9:30 AM
Convention End Date	Sunday, April 27 at 3:00 PM
Convention Location	The Fairmont Hotel Vancouver 900 West Georgia Street Vancouver, B.C. V6C 2W6
Registration Information	WHERE: Fairmont Hotel Vancouver Conference Floor WHEN: Thursday, April 24, 2014 5:30 PM to 9:00 PM Friday, April 25, 2014 7:00 AM to 9:30 AM
Travel Information and Deadlines	Starting February 10, 2014 you may book your travel arrangements. For delegates travelling by commercial airline, you must book your travel before March 20, 2014 by contacting W.E. Travel at 1-888-663-4703 or 1-604-969-5585 <i>between the hours of 8:30 a.m. to 5 p.m.</i> Delegates travelling from Vancouver Island must travel by BC Ferries unless prior approval has been granted for alternate modes of travel.

	If you are travelling by car , you must contact Kristin Schnider at 604-430-0191 or by e-mail at SchnidK@psac-afpc.com to request approval prior to March 20, 2014 .
Hotel Reservation	<p>For delegates living 20 kilometers or more from the Convention location, a block of rooms has been reserved at the Fairmont Hotel Vancouver to correspond with your approved travel dates.</p> <p>Delegates living 20 kilometers or less from the Convention location will not be provided with hotel accommodations.</p> <p>Should any of your needs have changed since you registered, please contact Kristin Schnider at 604-430-0191 or by e-mail at SchnidK@psac-afpc.com.</p>

Guidelines for Delegates to the

6th PSAC B.C. Regional Triennial Convention

April 25 to April 27, 2014

REGISTRATION AT THE PSAC B.C. REGIONAL CONVENTION

Registration will take place on the Conference Floor of The Fairmont Hotel Vancouver near the elevators. Just look for the PSAC Registration Desk located on this level, which will be opened for registration at the following times:

Thursday, April 24, 2014: 5:30 PM to 9:00 PM
Friday, April 25, 2014: 7:00 AM to 9:30 AM

HOTEL ACCOMMODATION

For delegates living 20 kilometers or more from the Convention location, a block of rooms has been reserved at the Fairmont Hotel Vancouver with an arrival date of Thursday, April 24, 2014 and a departure date of Sunday, April 27, 2014. **Please note: for those delegates residing in the Metro Vancouver Area¹ and more than 20 kilometers from the Convention location a room will be reserved as of Friday, April 25, 2014.**

¹ Metro Vancouver includes the municipalities listed on the following website:
<http://www.metrovancouver.org/about/maps/Maps/Municipalities.pdf>

Room rate and taxes will be paid directly by the PSAC for delegates living 20 kilometres or more from the Convention location. You will be responsible for any incidental charges, such as movies, telephone calls, parking, etc. that you may charge to your room.

Delegates will be required to check-in using a **credit card or cash deposit** to cover any incidental charges. **If you do not have a credit card, please contact Kristin Schnider before March 20, 2014.**

Delegates who live 20 kilometres or less from the Convention location will not be provided with hotel accommodations.

TRANSPORTATION FROM OUTSIDE OF METRO VANCOUVER

Starting Monday, February 10, 2014, delegates must contact W.E. Travel to make their air reservations.

W.E. Travel can be reached at **1-888-663-4703** or at **604-969-5585** from 8:30 a.m. to 5:00 p.m.

Once you have contacted W.E. Travel, the itinerary will be sent to PSAC for approval before the ticket is issued, to ensure that the guidelines were applied. Please note that W.E. Travel has been advised to book flights for **travel on Thursday, April 24, 2014 and for departure from Vancouver on Sunday, April 27, 2014** for all delegates.

W.E. Travel agents have been instructed that they must seek approval from the PSAC for any deviation to this rule (*i.e. traveling earlier or later from the dates and times indicated above*). **Please note: Any loss of salary incurred for travel to and/or from the Convention will not be reimbursed by the PSAC.**

Any penalty cost incurred as a result of changes or cancellations made by a delegate to the Convention after the ticket has been issued will be the responsibility of the delegate. Exceptions will require prior approval. Please contact Kristin Schnider for any further information.

**The deadline for making travel arrangements is:
Thursday, March 20, 2014**

TRAVEL FROM THE METRO VANCOUVER AREA AND TRAVEL BY PRIVATE VEHICLE VERSUS COMMERCIAL TRANSPORTATION

Delegates who reside more than 20 kilometer from the Convention and within the Metro Vancouver Area¹ **or** delegates who have no commercial transportation (*i.e. air*) available to them other than by private vehicle will be reimbursed mileage at the rate specified in the PSAC Travel Directive as well as be reimbursed for their self-parking at the hotel.

Delegates who wish to travel by private vehicle where commercial transportation would have been available (*i.e. air*) will be reimbursed at the applicable mileage rate **up to the cost of the most economical commercial transportation**. Calculation of the cost of the most economical commercial transportation includes the cost of the most economical airfare plus a flat rate of \$100.00 for ground transportation. Reimbursement for parking costs is included in the \$100.00 flat rate.

Authorization to travel by private vehicle **must be obtained in advance** by contacting Kristin Schnider at 604-430-0191 or by e-mail at SchnidK@psac-afpc.com **before March 20, 2014**.

Should you reside in the area where the PSAC B.C. Regional Triennial Convention is being held and are planning to drive to Convention, you must advise Kristin Schnider.

We strongly encourage all delegates residing within the Metro Vancouver Area to take Transit to Convention where possible. The closest Skytrain station to the hotel is the Burrard Station, which is just a short 350 metre walk to the hotel. For schedule information and to plan your transit travel, please visit the Translink website at <http://tripplanning.translink.ca/>

While daily parking is available at the Hotel for delegates residing within 20 kilometers of the Convention location, the current hourly rate for parking is \$7.50 plus applicable taxes (City of Vancouver Taxes and GST). There are other pay parking lots in the vicinity of the hotel as well that may be viable alternatives.

Street parking is available; however, it has a two hour maximum and is metred from 9:00 AM to 10:00 PM seven days a week.

¹ Metro Vancouver includes the municipalities listed on the following website:
<http://www.metrovancouver.org/about/maps/Maps/Municipalities.pdf>

FAMILY CARE EXPENSES

The objective of the PSAC Family Care Policy is to remove one of the barriers that prevents members from participating fully in Union activities and that provides for the reimbursement of family care expenses. A copy of the policy is available through the PSAC Regional Offices.

SALARY

There will be no compensation for loss of salary from PSAC B.C. on Friday, April 25, 2014. Relatedly, there will be no compensation from PSAC B.C. for any loss of salary incurred for travel to and/or from Convention, including any compensation for travel time which falls outside of normal working hours. There will be no overtime compensation.

PSAC B.C. will cover the loss of salary for delegates that are regularly scheduled to work on Saturday, April 26 and/or Sunday, April 27, upon receipt of official work or shift schedule.

EXPENSE CLAIM

Accounting staff will be on-site at the PSAC B.C. Regional Triennial Convention to assist you in completing your expense claim. Please bring all original receipts for your ground transportation and proof of shift schedule with you if applicable.

DISABILITIES-RELATED ACCOMMODATION

If you requested any accommodation for a disability on your registration form which requires a follow-up, please contact Kristin Schnider at 604-430-0191 or by e-mail at SchnidK@psac-afpc.com to discuss this further.

SCENT FREE/SMOKE FREE EVENT

All PSAC events are non-smoking and scent free. All delegates, observers and guests **must** refrain from using perfumes and similar products (body sprays, lotions, scented shampoos, etc.).

VANCOUVER SUN RUN ON SUNDAY, APRIL 27

This past November the Vancouver Sun Run organizers announced the annual run date as Sunday, April 27. As you know, this date coincides with our Convention dates. Unfortunately our venue was booked months before the date for the run was announced and the conflict was unavoidable. However, we hope to provide delegates with this advance information to

mitigate any travel issues that might arise for delegates traveling to the hotel on the morning of Sunday, April 27.

The following street closures may impact some delegates traveling to Convention on Sunday, April 27, 2014:

Georgia Street

Seymour to Bute (race start area) closed from 5:00 AM – 10:30 AM

Bute to the Causeway (including all streets crossing Georgia) closed from 8:00 AM – 10:30 AM

Various Downtown Streets

All streets within the area bounded by Dunsmuir/Melville to Robson, Seymour to Bute closed from 5:00 AM -10:30 AM

Please note access to the hotel parkade will be unavailable on Sunday, April 27 until 10:30 AM due to road closures. If you will be driving to Convention on the morning of Sunday, April 27 please make plans for alternate parking.

In addition skytrain will be exceptionally busy on Sunday morning. If traveling by transit on April 27, please allow additional time for your commute to ensure that you arrive in time for the start of Sunday's program.