



PSAC B.C. 7th Regional Triennial Convention

June 16-18, 2017 in Vancouver, B.C.

IMPORTANT DATES FOR CONVENTION DELEGATES

Please read enclosed guidelines carefully

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| Convention Start Date | Friday, June 16 at 9:30 AM |
| Convention End Date | Sunday, June 18 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, June 15, 2017 5:30 PM to 9:00 PM Friday, June 16, 2017 7:00 AM to 9:30 AM |
| Travel Information and Deadlines | Starting March 20, 2017 you may book your travel arrangements. For delegates travelling by commercial airline, you must book your travel before May 5, 2017 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 April 28, 2017. |

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| <p>Hotel Reservation</p> | <p>For delegates living more than 30 kilometers 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 30 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> |
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Guidelines for Delegates to the

7th PSAC B.C. Regional Triennial Convention

June 16 to June 18, 2017

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, June 15, 2017: 5:30 PM to 9:00 PM

Friday, June 16, 2017: 7:00 AM to 9:30 AM

HOTEL ACCOMMODATION

For delegates living more than 30 kilometers from the Convention location, a block of rooms has been reserved at the Fairmont Hotel Vancouver with an arrival date of Thursday, June 15, 2017 and a departure date of Sunday, June 18, 2017. **Please note: for those delegates residing in the Metro Vancouver Area and more than 30 kilometers from the Convention location a room will be reserved as of Friday, June 16, 2017 with a departure date of Sunday, June 18, 2017.**

Room rate and taxes will be paid directly by the PSAC for delegates living more than 30 kilometres from the Convention location. You will be responsible for any incidental charges, such as movies, telephone calls, valet 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 May 5, 2017.**

Delegates who live 30 kilometres or less from the Convention location will not be provided with hotel accommodations.

TRANSPORTATION FROM OUTSIDE OF METRO VANCOUVER

Starting Monday, March 20, 2017, 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 travel guidelines were applied. Please note that W.E. Travel has been advised to book flights on unionized carriers for **travel on Thursday, June 15, 2017 and for departure from Vancouver on Sunday, June 18, 2017** 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:
Friday, May 5, 2017**

TRAVEL FROM THE METRO VANCOUVER AREA AND TRAVEL BY PRIVATELY OWNED MOTOR VEHICLE (POMV) VERSUS COMMERCIAL TRANSPORTATION

Delegates who reside more than 30 kilometers from the Convention and within the Metro Vancouver Area **or** delegates who have no commercial, unionized transportation (*i.e. Air Canada*) 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 POMV where commercial, unionized air transportation would have been available will be reimbursed for kilometric distance at the applicable rate plus self-parking, up to a maximum of \$700 (round trip). Expenses will be paid only for the period of absence that would have been necessary had air travel been used.

Authorization to travel by POMV **must be obtained in advance** by contacting Kristin Schnider at 604-430-0191 or by e-mail at SchnidK@psac-afpc.com **before April 28, 2017.**

We strongly encourage all delegates residing within the Metro Vancouver Area to take Transit to Convention where possible. The hotel is close to both the Burrard and Vancouver City Centre SkyTrain stations. 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 30 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 metered from 9:00 AM to 10:00 PM seven days a week.

TRAVEL FROM VANCOUVER ISLAND

Delegates travelling from Vancouver Island must travel by BC Ferries unless prior approval has been granted for alternate modes of travel. It is expected that Delegates will travel to Vancouver on a BC Ferry departing from Vancouver Island at 3 PM or later on Thursday, June 15, 2017. Return travel will be via BC Ferries on Sunday, June 18, 2017 after the close of Convention.

Delegates from Vancouver Island who travel by privately owned motor vehicle (POMV) will be reimbursed mileage at the rate specified in the PSAC Travel Directive and for their self-parking at the hotel.

FAMILY CARE EXPENSES

The objective of the PSAC Family Care Policy is to remove a barrier that may prevent **delegates** from participating fully in Union activities and that provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at <http://psacunion.ca/family-care-policy>.

SALARY

There will be no compensation for loss of salary from PSAC B.C. on Friday, June 16, 2017. 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, June 17 and/or Sunday, June 18, upon receipt of official work or shift schedule.

EXPENSE CLAIM

All delegate expense claims must be submitted electronically through the Member Expense Portal (MEP). The MEP is located on the PSAC Members Portal website at <http://psacunion.ca>. Claims must be submitted within 90 days of the PSAC B.C. Regional Triennial Convention.

Administrative 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.

IN CASE OF EMERGENCY CONTACT

All Convention delegates, observers and guests will be required to provide the name and contact phone number for an emergency contact person with their registration. Please include your relationship to this individual as well. This information will only be used in the event of an emergency where we need to contact someone for you.

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

In consideration for the health of our Sisters and Brothers who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, the PSAC requests that all participants attending the Conference **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, shampoos, deodorants, and other products promoted by the fragrance industry.