



Federation of
Post-Secondary Educators
of BC

To: Presidents' Council
From: Dileep Athaide, Secretary-Treasurer
Date: March 13, 2009
Re: AGM & CONVENTION – INFORMATION & FUNDING ARRANGEMENTS

1. DELEGATES

Delegates should be selected early in order to take advantage of discount air fares. Attached for your information is a copy of last year's delegate entitlement, which may serve as a guide until the final entitlement is calculated and distributed in early April.

All delegates should plan to travel to Victoria on Tuesday, May 19th and return home on Friday, May 22nd.

Please register all delegates and observers with FPSE by April 28th. Contact Nancy Yip at nyip@fpse.ca. Please include information on any dietary restrictions or requirements.

Those attending Presidents' Council should arrive in time for the Pre-Convention meeting scheduled for 10.30 - 13:30 hours on Tuesday at the Inn at Laurel Point. The Post-Convention Presidents' Council meeting will be held at the close of the AGM on Friday morning.

A **DRAFT** program is attached for your information. This program is subject to further changes.

2. CONVENTION SITE

Convention plenaries, AGM sessions, workshops and all hosted meals will take place at the **Inn at Laurel Point** in Victoria (680 Montreal Street, Victoria, BC V8V 1Z8; www.laurelpoint.com). All hosted meals, including breakfasts, lunches and Thursday evening's banquet, will be served at the Inn.

Guest rooms have been booked at the Inn at Laurel Point; see the next section for details.

A New Delegates' Orientation session is scheduled for Tuesday afternoon at 12.30-13.30 hours.

3. HOTEL ACCOMMODATIONS

All hotel guest room bookings must be made **through the FPSE office by Tuesday, April 14th**. Please use the Registration Form attached for this purpose. (This is different from previous years.) Rooms can be cancelled without penalty by **Tuesday, May 12th**. Rooms cancelled after this date will be charged a penalty of one night room and tax.

Please note that rooms are **single occupancy**; additional guests will be charged \$25 per night, to be charged back to the local. Children 18 years old and under staying with their parents are free of charge.

Again, please remember that you must also **register all delegates and observers with FPSE by April 28th** to allow us to adequately plan for the event. Please use the proxy form to do this.

For room bookings and registration, please contact Nancy Yip at nyip@fpse.ca.

4. TRANSPORTATION

Locals are responsible for making their own air and ground travel arrangements. Air travel should be booked as soon as possible, as lower rates should be available for early bookings. Delegates are expected to **arrive by midday on Tuesday, May 19, and to depart after the final AGM session the morning of Friday, May 22**. Any travel occurring outside those days must be pre-approved by me in order to be reimbursed by FPSE.

Please quote Air Canada **Q4T4CFF1** when booking so that we receive available discounts on the flights. Flight tickets are non-refundable and non-changeable.

Delegates travelling by car are strongly urged to carpool. Any car rentals must be pre-approved by me. Please note that, as per FPSE policy, any additional costs incurred as a result of road travel (e.g., meals, accommodation) will not be reimbursed in addition to the mileage claim.

5. TRAVEL AGENT

We ask that you book through W.E. Travel (a unionized firm) at 604.253.5585 or 1.800.663.4703 for air travel. Please refer to Air Canada **Q4T4CFF1**.

Locals will be charged back the difference for any full fare resulting from late or cancelled bookings.

6. DELEGATE EXPENSES

Meals, other than those supplied by the conference, and travel-related and other expenses, as stipulated by FPSE policy, will be paid by the delegate and claimed on the FPSE AGM expense reimbursement form, which will be distributed with AGM registration packages.

Guest Meals: Please inform Nancy Yip (nyip@fpse.ca) in advance of any additional guests who wish to partake of the meals provided to AGM delegates and observers. This will be at the following costs to the local:

- Breakfast: \$12.00
- Lunch: \$17.00
- Thursday Banquet : \$50

Children under 15 will be charged at half the stated cost, as per FPSE policy.

7. REGISTRATION FEES

Each delegate, including the local President, is assessed a \$175 registration fee. This must be submitted to FPSE at the time registrations are forwarded. This is the only direct expense that a local incurs on behalf of delegates.

As per current policy, spouses/partners accompanying members or participants will be charged for meals per FPSE's meal expense policy, and children at half of that rate.

8. OBSERVERS

Additional observers from locals may attend. **A registration fee of \$175 must be remitted for each observer at the time of registration.** Except for convention-provided meals, expenses for observers are the responsibility of the local. All hotel arrangements for observers must be made by the locals through FPSE; locals will then be billed back from FPSE at a later date.

9. CANCELLATIONS

Locals will be invoiced for any costs incurred by delegates cancelling without sufficient notice, including hotel charges, per FPSE's cancellation policy.

The deadline for cancellation of hotel rooms is May 12th. After that date, a penalty will be charged by the hotel of one night room and tax.

The deadline for cancellation of registration with FPSE is Tuesday, May 12th.

10. CHILD CARE

Child care expenses may be claimed as per FPSE policy; receipts are required for reimbursement.

11. STANDING COMMITTEE CHAIRS

2008-09 Chairs are entitled to attend the AGM, per their committee's terms of reference, and will not be considered local delegates unless so appointed by their locals.

Locals are responsible for arranging accommodations for their delegates and observers, and alerting us to any dietary restrictions they may have, by submitting the attached Registration Form to Nancy Yip by **Tuesday, April 14th**, 2009.

You must also notify FPSE regarding who will be attending from your local. Using the Proxy Form, which will be sent out in early April, please forward the information to Nancy Yip by **Tuesday, April 28th** (email: nyip@fpse.ca; fax: 604.873.8865).

12. COMPLIMENTARY AMENITIES

The Inn at Laurel Point is providing the following amenities free of charge to FPSE convention delegates:

- High-speed internet access in guest rooms
- High-speed wireless internet access in meeting rooms
- Parking
- Passes to the YMCA
- Local telephone calls, toll-free calls and calling card calls

Information about the FPSE AGM and its logistics will be posted and updated on our website (www.fpse.ca) in the near future.

If you have any questions, please contact me (dathaide@fpse.ca). Administrative Assistants Nancy Yip (nyip@fpse.ca) or Mary Bruegeman (maryb@fpse.ca) may also be able to assist you.

Atts: **2008** Delegate Entitlement
DRAFT AGM & Convention Program