



CONVENTION CALL LETTER

February 7th, 2012

5261 Lane Street, Burnaby BC V5H 4A6 – Tel: 604-437-8601 – Fax: 604-435-7760 – Website: www.twu-stt.ca – Email: twu@twu-stt.ca
Prince George office: 250-960-2220 – Fax: 250-563-2379 – Kelowna office: 250-860-5025 – Fax: 250-860-6737 – Edmonton office: 780-444-6945 – Fax: 780-488-6911 –
Calgary office: 403-237-6990 – Fax: 403-802-2381 – Scarborough office: 416-506-9723 – Fax: 416-506-9722 – Westmount office: 514-788-8811 – Fax: 514-788-8813

ATTENTION ALL CONVENTION DELEGATES

IMPORTANT INFORMATION REGARDING 2012 CONVENTION

The 2012 TWU-STT Convention will be held in B.C. (Richmond, B.C.) from Monday, April 30 through to Friday, May 4 2012 at the Sheraton Vancouver Airport Hotel www.sheratonvancouverairport.com.

Convention will start on Monday, April 30th, at 8:00 a.m. and adjourn on Friday, May 4th, at 5:00 p.m., following the swearing-in ceremony of new officers.

Time off arrangements are to be made by delegates (please ensure you get your time off requests into Telus early) for the dates you are scheduled to work during the week of Convention (April 30th – May 4th, 2012). If you are a shift worker or have any other reason for requiring additional time off please apply for those dates as well. *Time off is now done from the Telus Intranet site by going to the following link: (<https://alder.tsl.telus.com:29050/uniontimeoff/>).*

COPE staff member Teena Burrell, in our Edmonton Office, will be making travel arrangements and hotel reservations for all Delegates and Committee members to Convention.

NEW FORM

Each delegate must complete their own Convention Travel form ([copy attached](#) and available on TWU-STT website). Please submit to Teena for your travel arrangements, no later than March 30, 2012. In order to book flights and hotel, the Convention Travel form must be completed in full. If you do not have an Aeroplan number you can apply online at www.aeroplan.com and you will receive your number immediately. If necessary you may contact Teena, preferably by email, at teena.burrell@twu-stt.ca or call 780-444-6945.

Transportation from the Airport is available complimentary from the Sheraton Vancouver Airport Hotel.

All resumes to Convention must be typed by COPE staff. If you know you will be running for an elected position at this year's convention, please email your resume to Jen Patterson by April 2nd, 2012, at jen.patterson@twu-stt.ca.

The TWU-STT will be issuing advance cheques, which will be included with your Convention kit and will be mailed out to prior to Convention.

The TWU-STT requires receipts for all expenses.

The TWU-STT will be collecting expense forms for additional costs incurred on the Tuesday of Convention, and will have cheques drawn up for all receipted expenses. The cheques will be distributed to the Delegates on Friday, May 4th, 2012 at the lunch break.

If you have extraordinary expenses that you cannot cover out of pocket prior to submitting as a receipted expense, please notify Lori Blackhall at lori.blackhall@twu-stt.ca, and we will attempt to make arrangements so there is no financial hardship.

For Local Delegates who will be travelling to Convention by car, please note that parking is complimentary. You will need to leave your licence plate number at the front desk. Internet service is also complimentary.

In solidarity,



Michael Thompson
National Secretary-Treasurer, TWU-STT