



Canadian Association of University Teachers  
Association canadienne des professeures et professeurs d'université

## Memorandum 20:05

**Date:** February 18, 2020

**To:** Presidents of Local, Federated and Provincial Associations  
CAUT Executive Committee  
Elections and Resolutions Committee  
President, CAUT Defence Fund  
President, NUCAUT

**From:** Brenda Austin-Smith, President

**Re:** **ARRANGEMENTS FOR CAUT COUNCIL**  
**Thursday, April 23 to Sunday, April 26, 2020**  
**Westin Ottawa**

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The next CAUT Council meeting will take place in Ottawa at the Westin Ottawa from 1:30 p.m. Thursday, April 23 until 12:00 p.m. Sunday, April 26, 2020. Official notice of the meeting will follow. All Council documentation including the Program of Events, the on-line registration form, hotel and travel information, and the Policy on Reimbursement of Delegates' Expenses for Council are available on the CAUT website at <https://council.caut.ca/>.

The on-line Council registration form is used by CAUT to keep an official record of the number and names of participants at Council. Please complete the form by **March 23, 2020**, even if you will not be sending a delegate.

### Hotel

Council delegates are required to make their own hotel reservations directly with the Westin Ottawa using the following link [CAUT Spring Council 2020](#). It is imperative that reservations be made no later than **March 20, 2020**, the hotel room-block cut-off date.

### Travel

CAUT will cover the cost of transportation to Ottawa for one Council delegate per association. Air travel should be booked early to take advantage of the lowest fares and no later than **March 20, 2020**. CAUT policy is to use unionized air carriers unless there is no other option available.

Airline reservations **must** be made directly with CAUT's travel agency. Contact information for W.E. Travel is below:

- 1-888-676-7747 (Ottawa Location (E.S.T) /Monday to Friday, 9am to 5pm)
- 1-800-663-4703 (Vancouver Location (P.S.T) / Monday to Friday, 9am to 5pm)
- E-mail Lorna Parent @ [lorna@wetravel.net](mailto:lorna@wetravel.net)

W.E. Travel will require the **booking code (6-4110)** in order to make travel reservations and bill CAUT directly.

Any queries with regard to hotel accommodations or travel should be directed to Marcel Roy, CAUT Meeting and Event Planner, at [roy@caut.ca](mailto:roy@caut.ca).