



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

Memorandum 22:43

Date: October 3, 2022

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

From: Peter McInnis, President

Re: **Registration for CAUT Council Meeting**
Friday, November 25 and Saturday, November 26, 2022
Westin Ottawa Hotel (and online)

The CAUT Council meeting will take place **Friday, November 25** and **Saturday, November 26, 2022**, from **10:30 am to 5:30 pm (Eastern time)**. The meeting will be held in person and online.

Official notice of the meeting and details about accessing meeting materials and procedures for submitting resolutions will follow.

Program of Events

Please refer to the [Program of Events](#) for dates and times of the Council meeting, pre-Council information sessions, the orientation session for new delegates, and other meetings and events. The times of sessions are subject to change.

Council Registration

Registration is now open on the CAUT Council website at: <https://council.caut.ca>. The registration deadline is **November 4, 2022**.

The 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 even if you will not be sending a delegate.

Hotel

Council participants attending in person are required to make their own hotel reservations directly with the Westin Hotel Ottawa. Reservations must be made **no later than October 21, 2022**. Please click [here](#) to reserve your room at the **Westin Hotel Ottawa** or by calling 1-888-236-

2427. Be sure to mention the CAUT Council or group code **AF8** to obtain the preferred rates starting at \$246.00/night (Traditional guest room).

Travel

CAUT will cover the cost of transportation to Ottawa for one delegate per association. Air travel should be booked early to take advantage of the lowest fares and **no later than November 4, 2022**. CAUT's policy is to book travel on unionized air carriers unless there is no other option available. Airline reservations **must** be made directly with CAUT's travel agency, WE Travel (1-888-676-7747). WE Travel will require the booking code **24502** to make travel reservations and to bill CAUT directly.

To help reduce carbon emissions that contribute to climate change, delegates should request direct flights and flights on fuel-efficient planes whenever possible. Delegates travelling within 300 kilometres of Ottawa are encouraged to use available rail, bus, public transportation, or carpooling options.

Questions

If you have any questions or require further details about the meeting arrangements, please contact Marcel Roy, CAUT Meeting and Event Planner, at roy@caut.ca.