



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

Memorandum 24:08

Date: February 12, 2024

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**
Thursday, April 25 to Saturday, April 27, 2024
Delta Hotel Ottawa City Centre

The CAUT Council meeting will take place **Thursday, April 25** from **1:30 pm to 5:30 pm** and **Friday, April 26 and Saturday, April 27** from **9:00 am to 5:30 pm (Eastern time)**.

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/content/registration-hotel-travel-0>. The registration deadline is **March 21, 2024**.

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

Delegates are required to make their own hotel reservations directly with the Delta Hotel Ottawa City Centre. **Hotel reservations must be made by March 21, 2024**, the CAUT group cut-off date.

Hotel reservations can be made [online](#) or by contacting the **Delta Hotel Ottawa City Centre** at (1-888-236-2427) and mentioning the "**CAUT Council (AUX)**" to obtain the negotiated rate of \$226.00/night (Traditional guest room).

Travel

CAUT will cover the travel cost for one delegate per association. If your association wishes to send more than one representative, additional in-person participants may be able to attend at their own cost subject to space availability.

As per CAUT's travel policy, flights must be booked with unionized air carriers unless there is no other option available. To help reduce carbon emissions that contribute to climate change, delegates should request direct flights and flights on fuel-efficient planes whenever possible. Members travelling within 300 kilometres of Ottawa are encouraged to use the train, bus, public transportation, or carpooling options.

Travel should be booked early to take advantage of the lowest fares. **Travel bookings must be made by March 21, 2024.** Requests for travel after this date will require approval and will only be considered under exceptional circumstances.

Reservations **must** be made directly with CAUT's travel agency, *Corporate Traveller*. *Corporate Traveller* will require the booking code **24501** to make travel reservations and to bill CAUT directly.

Corporate Traveller Reservations			
Language	Contact	Email	Phone
English service	Carley Simpson	carley.simpson@corporatetraveller.ca	1-613-236-2444
French service	Tony Polito	tony.polito@corporatetraveller.ca	1-514-284-6333

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.