



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

# Memorandum 24:34

**Date:** October 2, 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**  
**Friday, November 29 and Saturday, November 30, 2024**  
**Delta Hotel Ottawa City Centre**

The CAUT Council meeting will take place **Friday, November 29** from **10:30 am to 5:30 pm** and **Saturday, November 30** from **9:00 am to 5:00 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, orientation session for new delegates, and other meetings and events.

## **\*\* Cancellation of Parliament Hill Day activities on November 28\*\***

Please note that CAUT's Parliament Hill Day (PHD), planned for Thursday, November 28, has been cancelled due to the political uncertainty over the timing of the next federal election.

## Council Registration

Registration is now open on the CAUT Council website at:

<https://council.caut.ca/content/registration>. The registration deadline is **October 29, 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

Council delegates are required to make their own hotel reservations directly with the Delta Hotel Ottawa City Centre. It is imperative that reservations be made **no later than October 29, 2024**, which is the cut-off date. Please [click here](#) to reserve your room at the **Delta Hotel Ottawa City Centre** by calling 1-888-236-2427. Be sure to mention the CAUT Council or group code **NF8** to obtain the preferred rates starting at \$226.00/night (Traditional guest room).

### Travel

CAUT will cover the cost of transportation to Ottawa for one delegate per association. Travel should be booked early to take advantage of the lowest fares and **no later than October 29, 2024**.

CAUT's policy is to use unionized carriers unless there is no other option available.

Reservations **must** be made directly with CAUT's travel agency, *Corporate Traveller*, by email ([stacey.thompson@corporatetraveller.ca](mailto:stacey.thompson@corporatetraveller.ca)) or by phone (1-613-236-2444). *Corporate Traveller* 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](mailto:roy@caut.ca).