



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

Memorandum 25:13

Date: February 19, 2025

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, May 1 to Saturday, May 3, 2025
Delta Hotel Ottawa City Centre

The CAUT Council meeting will take place **Thursday, May 1** from **1:30 pm to 5:30 pm** and **Friday, May 2 and Saturday, May 3** 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.

Council Registration

Registration is now open on the CAUT Council website at:
<https://council.caut.ca/content/registration>. The registration deadline is **March 31, 2025**.

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. The deadline to make hotel reservations is **March 31, 2025**.

Please [click here](#) to reserve your room at the **Delta Hotel Ottawa City Centre** or call **1-888-236-2427**. Be sure to mention the CAUT Council or group code **CAU** to obtain the preferred rates starting at \$235.00/night (traditional guest room).

Transportation

CAUT will cover the transportation cost for one delegate per association.

Transportation should be booked early to take advantage of the lowest fares. **Bookings must be made by April 10, 2025.** Requests for transportation after this date will be approved only in exceptional circumstances.

CAUT's policy is to use unionized 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. Delegates travelling within 300 kilometres of Ottawa are encouraged to use available rail, bus, public transportation, or carpooling options.

For details on expenses covered by CAUT, please refer to the following policies:

[Policy on Reimbursement of Delegates' Expenses for Council](#)

[Payment Policy for Care of Dependants](#)

[Travel Policy](#)

Travel Reservations

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

Corporate Traveller Reservations

English service:

Contact: Stacey Thompson

Email: Stacey.thompson@corporatetraveller.ca

Phone: 1-613-236-2444

24/7 Emergency Travel Support: 1-613-828-8349

French service:

Contact: Tony Polito

Email: tony.polito@corporatetraveller.ca

Phone: 1-514-223-0418

24/7 Emergency Travel Support: 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.