

OUR **UNITY**

OUR **STRENGTH**

OUR **FUTURE**

CONVENTION

2022

AUPE 

REQUEST FOR TIME-OFF

Local 002 Pre-Convention meeting October 26th

https://shaw-fzwsh.formstack.com/forms/local002_time_off_form

Chapter 02 – Half day Time Off for October 26th

Chapter 01 and 03 – Full day Time Off for October 26th

Chapter 04, 05 and 06 – Full day Time Off for October 25th and 26th

Convention October 27th to October 29th

https://aupe.formstack.com/forms/convention_time_off_2022

Only if you work on Saturday, then submit one for Saturday)

Dietary or Medical requirements

www.aupeconvention.org

Please ensure you fill out the form under "Convention Special Requirements."



Request for Time-Off for Union Business

Use this form to request time-off to attend Local 002 meetings and events.

Personal Information

Name *

First Name

Last Name

Email *

Please enter your personal, non-GoA email address.

Membership number *

If you don't know your number, contact the member resource centre at 1-800-232-7284.

Chapter *

What is your hourly rate of pay (\$)?? *

This information is required by AUPE.

HOTEL ROOM BOOKING

All Local 002 Delegates are staying at the
Westin Hotel
10135 100 Street NW, Edmonton, AB T5J 0N7
Phone: 780-426-3636



Your rooms have been booked, which means you **don't** have to call the hotel to book the room.

If you have any issues at the hotel, please call or txt Local 002 Events Coordinator,
Michael Decker at 403-890-7684

Delegates checking in on October 26th, your room keys will be handed over to you at the Pre-Convention meeting. Which means you don't have to go to front desk to check-in.

If you are staying at the Hotel, you must provide your vehicle information to the Events Coordinator (deadline to respond is October 14th). This is to avoid being ticketed.

PRE-CONVENTION MEETING

The Pre-Convention Meeting is taking place at 1:30 pm
Centennial Room, Westin Hotel, Mezzanine floor
Lunch is not provided.

After the meeting you will receive the following:

- Room Keys
- Swags
- Credentials

You will take your credentials with you to register yourself for Convention. Registration is at the Expo Centre **Ballroom 105/106**.

It is good for you to go over the Convention package that you have received and bring forward your questions/comments towards any resolutions that are going on to the floor.



TRANSPORTATION

Buses are provided by AUPE to travel from Westin Hotel to the Expo Centre and vice versa. **Route 3 or bus # 3** is allocated for Westin Hotel.

From Westin in AM = 7:15, 7:35, 7:55 & 8:15

From Expo Centre in PM = 3:45, 4:05, 4:25 & 4:45



Delegates not staying at the hotel

- You can drive and park at the Expo Centre. A list has been provided to AUPE. Please ensure you keep all your Parking receipts.
- It would be best to do your registration on Thursday morning at the Expo Centre as parking on Wednesday will not be covered
- Or after the Pre-convention meeting on Wednesday, you can take the bus shuttle from Westin to register at the Expo Centre and return to Westin Hotel.
- If you choose to attend the hospitality suite of local 002 or AUPE, parking and mileage is not covered by local 002 or AUPE.

CONVENTION



Snacks will be provided during the convention by our Events Coordinator

Lunch is served in Hall E

A paid Concession will be set up selling coffee, tea, cold beverages and breakfast pastries. The Expo Centre Food Court and Market Place will also be open during Convention hours.

Attendance will be taken at the Convention floor by Local 002. A sign up sheet will go around AM and PM.

Convention hall assigned seating, we usually get them in our convention package but we have not received it this year. The seating of the floor plan will be posted outside Convention **Hall F, G and H**

Please do not leave any valuables unattended on the convention floor or at your seat. You can certainly leave your Convention booklet, writing pad, etc. at the table where you are seated.

HOSPITALITY SUITE

Local 002 Hospitality Suite

Is being held at the Westin Hotel in the **Strathcona room** on the main floor, just behind the restaurant.

The Local 002 Hospitality Suite is open 7:00 p.m. to 11:00 p.m. Wednesday, Thursday and Friday.

AUPE Hospitality Suite

Is being held at the Chateau Lacombe, **Alberta Ballroom**, 10111 Bellamy Hill

Wednesday, October 26th Karaoke Knight

Thursday, October 27th DJ and Photo Booth

Friday, October 28th Live Band and Photo Booth

Please ensure you wear your AUPE Convention 2022 nametag.



Walking alone downtown may not be safe. It is highly recommended you go with a fellow delegate when attending the AUPE Hospitality suite. Bus shuttle is also available.

EXPENSE CLAIM

All Delegates will receive a cheque from AUPE at the time when you do your registration at the Expo Centre.

That will include your Breakfast, Dinner and Overnight expense (per diem) from October 27 to October 29

The Local Treasurer will distribute the Expense Claim form on Thursday at Convention. Please return your completed Expense Claim form to the Local Treasurer on Saturday morning.

October 26th - Lunch and Dinner allowance for is covered by Local 002
Mileage for Chapter 01, 03, 04, 05 and 06 is also covered by Local 002

AUPE will cover the cost of mileage for Chapter 02 delegates, only.



For Chapters 04, 05 and 06

You are traveling on October 25th and leaving on October 30th.

Please connect with the Local Treasurer about your October 25th and October 29th/30th expenses.

Delegates not staying at the hotel, Local Treasurer will provide you the Expense Claim form.