



*it's yours.*

## Conference Confirmation and Information

Greetings, conference applicant!

Thank you for your applying to attend the "It's Yours" Members' Conference. **We are pleased to advise you that your application has been successful!** We just need you to provide us with some further details so we can arrange to have you join us in Calgary.

We provide here more information about the conference and ask that you please provide further information to help us in our planning efforts.

**\*\* VERY IMPORTANT AND TIME-SENSITIVE INFORMATION \*\***

Over 1,000 Local 401 members from across the province have applied to attend, making this conference unlike any other we've ever put on before. But only 300 will be able to attend. **To CONFIRM YOUR SPOT, you must get back to us by Friday, February 15, 2019.**

There are a couple of ways you can confirm your spot:

- Fill out and submit the online form here: [gounion.ca/register](http://gounion.ca/register)
- Or print and fill out the form attached below, and provide it to your Union Labour Relations Officer or [itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca)

Should you have problems getting this information to us by the deadline, please let us know in advance at [itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca).

### General conference information

Please read the below information carefully. If you still have questions, please contact **Cam Sherk** at **1.800.252.7975** or [itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca).

While conference applicants have been asked to list a fellow UFCW member as a "Plus 1" in the application form, we cannot guarantee that all those listed as a "Plus 1" have also been selected to attend the conference. **Please note that ONLY THOSE WHO HAVE BEEN APPROVED TO ATTEND THE CONFERENCE WILL RECEIVE THIS NOTICE.** Others will receive a notification that they are on a WAITLIST.

### Cancellations

As there are hundreds of Local 401 members on a waitlist to attend this conference, **should you no longer be able to attend the conference, please advise us as soon as possible.**



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## Conference Location and Tentative Timetable

All conference events will be held at the **Hyatt Regency Calgary (700 Centre Street SE, Calgary, Alberta)**.

### Thursday, March 14

10:00 AM-1:00 PM < Registration  
1:00 PM < Conference Convenes  
5:30 PM < Conference Breaks for Day

### Friday, March 15

9:00 AM < Conference Convenes  
5:00 PM < Conference Breaks for Day  
5:30 PM < Evening Activities

### Saturday, March 16

9:00AM < Conference Convenes  
5:00 PM < Conference Breaks for Day  
7:15PM < Dinner Reception  
8:00PM < Entertainment and Social

### Sunday, March 17

10:00AM < Conference Convenes  
12:00PM < Conference Closes with Lunch

## Workshop Information

Like all other union events and conferences, you will be expected to partake in all planned conference activities, including workshops and plenary sessions featuring guest speakers.

**During the conference, you will be asked to choose your preference of one of three dynamic workshops.**

All of the workshops will involve activities and actions beyond the conference. No matter which workshop you participate in, we guarantee that your experience will be memorable.

## Transportation Arrangements

Bus services and/or air transportation will be provided for participants who reside outside the Calgary region.

## Accommodations

Double-occupancy (shared) hotel accommodations will be provided to participants who must travel from outside the Calgary region. Hotel check-out is at noon.

The Hyatt Regency is a full-service hotel with a pool, fitness centre, business centre, restaurant, laundry service, and spa. It is also located within easy reach of some of Calgary's most popular attractions, including the new library, museums, the Stephen Avenue Walk, retail shopping, and eateries.

## Accessibility

The Hyatt Regency is a frequently used conference location. As such, it is very accessible. Should you have any accessibility needs, please advise Cam Sherk by email [itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca), phone (1.800.252.7975), or through your Union Labour Relations Officer. **Every reasonable effort will be made to provide access and specific services.**



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## Wages

Once you confirm your information (by February 15, 2019), we'll make any necessary arrangements with your employer to have you booked off of work from March 14-17, 2019. **Please note, we will only be paying lost wages for March 14 and 15, 2019.** Except with prior approval, those who do not attend all of the conference will not be paid for any portion of the conference.

Please also note that time off requests are generally subject to the provisions of your Collective Agreement. While we cannot always guarantee that your time off will be approved by your employer, we will make every reasonable effort to have such requests approved.

## Costs Covered and NOT Covered

All conference meals (except Thursday and Friday supper), break refreshments, and required transportation and accommodation arrangements will be provided by UFCW Local 401. **Conference participants are responsible for their own incidental expenses (telephone, enhanced room internet, room service, laundry, room charges, etc.).** You may choose to not eat at the conference, for example, but that would be at your own cost.

## Childcare

We will be reimbursing participants for **additional childcare costs incurred as a result of attending the conference** up to a daily maximum of \$125. Along with reasonable proof of such extra childcare expenses (i.e. expenses beyond what you would normally pay for childcare), a childcare reimbursement form will be available at the conference IT table and must be submitted to your nearest office by mail or email ([itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca)) by **April 17, 2019**.

## What to Bring

**Dress is casual, but please bring warm clothing. Workshops will involve outdoor activities. Please also bring your smartphone or tablet if you have one.** To accommodate those with scent allergies, please avoid the use of fragrances. There will be a dinner reception and social event on Saturday night. You may wish to bring something dressier to wear to the reception, but that's entirely up to you!

## Conduct

This is a union event. As such, all participants are expected to practice the principles of solidarity, dignity, and mutual respect. Behaviour that undermines the dignity or self-esteem of any individual, or creates an intimidating, hostile, or offensive environment, whether it involve sexism, racism, homophobia, or any other form of discrimination or harassment, will not be tolerated nor condoned and may result in the offending participant being sent home.



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## Essential Information

To assist us with planning, we require that you provide us with the following information by **no later than Friday, February 15, 2019**. By confirming your spot, you are affirming that you are an active employee at a workplace represented by UFCW Local 401.

You can also fill out and submit the online form here: [gounion.ca/register](http://gounion.ca/register). Or you can print or fill out this form and provide it to your Union Labour Relations Officer or [itsyours@ufcw401.ab.ca](mailto:itsyours@ufcw401.ab.ca).

Please be reminded that, if you do not confirm your registration by February 15, your registration will not be confirmed, and we will open your space to a member on the waitlist.

<b>First Name</b>	<b>Last Name</b>
<b>Employer</b>	<b>Location (Store Number / Plant)</b>
<b>Gender Identity</b>	<b>Email Address</b>
<b>Do you have any allergies or food preferences we should know about (i.e. gluten free, vegan)?</b>	
<b>Rate your familiarity with technology</b> <input type="checkbox"/> Very familiar (tech whiz) <input type="checkbox"/> Somewhat Familiar (I know how to use a smartphone) <input type="checkbox"/> Not very familiar (I can get by) <input type="checkbox"/> Not at all familiar (I don't have or use a smart phone)	
<b>What kind of smartphone are you currently using?</b> <input type="checkbox"/> Apple (iOS, iPhone) <input type="checkbox"/> Android <input type="checkbox"/> Other	
<b>Calgary members only: would you like for us to book a room for you on the evening of Saturday, March 16, 2019?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Photography and Video Disclaimer

This is a public event hosted by the United Food and Commercial Workers for its members. By confirming attendance at this conference, participants authorize UFCW the right to publish photographs and video footage taken of participants in conjunction with the event, including without limitation the right to quote, paraphrase, reproduce, publish, or otherwise use all or any portion of any interview, thereby waiving all claims and liabilities that may arise from such right.