



**Atlantic
Atlantique**

Memorandum

October 12, 2017

To: DCLs, Atlantic Region
From: Colleen Coffey, Regional Executive Vice-President, Atlantic
Subject: **Conference for Directly Chartered Locals**

Greetings:

The Atlantic Region will be hosting a conference for DCLs on **November 3 – 5, 2017** at the Day's Inn (Magnetic Hill) in **Moncton, NB**.

The PSAC will cover the costs for one (1) delegate per local. Additional participants can attend based on space availability, however, all costs for additional participants will be the responsibility of the local.

Accommodations will be booked by the PSAC at the Day's Inn (you do NOT need to book your room). Rooms and taxes will be direct billed to the PSAC. You will be reimbursed your loss of salary and travel expenses at the PSAC rates once they are submitted on the PSAC Membership Expense Portal. We will have staff on site to assist you with entering that information. If you wish to receive an advance, please contact Anna Goguen no later than October 25, 2017.

Conference will begin at 1:00 pm on Friday, November 3 and end at noon on Sunday, November 5; therefore, participants will be required to travel on Friday, November 3rd.

Please register by October 25. For any questions, you can contact:

Anna Goguen at 1-800-788-8555, 506-857-4220, email goguena@psac-afpc.com

In solidarity,

A handwritten signature in black ink that reads 'Colleen Coffey'.

Colleen Coffey
Regional Executive Vice-President
Atlantic Region