



**2013 PSAC Prairies Regional Women's Conference
"Telling Our Stories"
May 3 – 5, 2013
Banff, Alberta**

February 21, 2013

TO: PSAC Prairie Regional Locals and Branches, Regional Women's Committee Chairs, Human Rights Committee Chairs, Area Council Presidents and Component RVP's/NVP's

REGISTRATION DEADLINE:	Friday, March 8, 2013
RESOLUTION SUBMISSION DEADLINE:	April 10, 2013 4:00 p.m. MST
CONFERENCE DATES:	May 3-5, 2013
CONFERENCE LOCATION:	The Banff Centre 107 Tunnel Mountain Drive Banff, AB T1L 1H5

REGISTRATION DEADLINE IS: MARCH 8, 2013

The Registration Package includes:

- Introduction Letter and Call for Registration
- Application Form: **Please complete all three sections**

Dear Sisters,

We are pleased to be sending you this Registration package for the 2013 PSAC PRAIRIES REGIONAL WOMEN'S CONFERENCE, which will be held May 3 – 5, 2013 at the Banff Centre, Banff, Alberta under the theme "***Telling Our Stories***".

This conference is scheduled to begin on Friday, May 3, 2013 with registration and an evening event from 6:00 p.m. – 9:00 p.m. Registration will continue on Saturday morning May 4th, from 7:30 a.m. – 8:15 a.m. with the conference opening at 8:30 a.m. Saturday's session will run from 8:30 a.m. to 5:00 p.m. and the Sunday session will run from 8:30 a.m. to closing at 12:30 p.m.

Enclosed is the participant application package. The application has three sections; please ensure that you fill out all three sections as applicable.

We encourage you to personally inform PSAC Sisters to ensure they are made aware of this conference. Bulletin boards may not always be accessible and additional outreach

is very important. This registration package is available on the PSAC Prairies webpage as well

Resolutions:

Resolutions will be discussed, debated and voted on at the Conference and then subsequently submitted to the appropriate bodies, including the upcoming National Women's Conference, November 18 – 21, 2013. The resolutions should be aimed at strengthening and improving the Union's work on women's rights and advancing our objectives. All PSAC constitutionally recognized bodies and union structures will be entitled to forward resolutions to the 2013 PSAC Prairies Regional Women's Conference. Resolutions will be accepted both the traditional and clear language format. RESOLUTIONS submission deadline is April 10th, 2013, 4:00 p.m. MST.

Registration deadline is March 8, 2013. A \$100.00 non-refundable registration fee should accompany all applications. Applicants will be notified of acceptance by March 22, 2013 and a confirmation letter with further details regarding travel will be sent to all participants.

During the conference the PSAC smoke free environment and scent free environment policies will be in effect. Please refrain from using scented products of any type.

Please forward your completed application form & registration fee no later than Friday, March 8, 2013 to:

Prairies Regional Women's Conference Committee
Public Service Alliance of Canada
Suite 670, 10665 Jasper Avenue
Edmonton AB T5J 3S9

Phone: (780) 423-1290
Fax: (780) 429-2278
Email: babcm@psac.com

*****NOTE: There is a separate application for the PSAC National Women's Conference*****

REGISTER EARLY – PARTICIPATION IS LIMITED

If you require further information with regard to this conference, please contact Carm Chan or Marija Babic at the Edmonton Regional Office (780) 423-1290.

In Solidarity,

Marianne Hladun
Regional Executive Vice-President – Prairie
On behalf of the Prairies Regional Women's
Conference Steering Committee

Nancy Johnson
Prairies Regional Council Women's Representative

2013 Prairies Regional Women's Conference APPLICATION FORM

SECTION ONE: Participants Details

Friday, May 3, 2013
Registration and Reception
6:00 p.m. – 9:00 p.m.

Sunday, May 5, 2013
Closing at 12:30 p.m.

Please ensure that you answer all the questions on the application form to avoid any delay in processing your application.

Please Print Clearly:

Last Name	
First Name	
PSAC Membership #	
Mailing address	
City	
Province	
Postal Code	

Contact Numbers

*If you are selected as a delegate, we will be contacting you by e-mail or telephone (if no email is provided). Therefore, please provide us with the e-mail address and telephone number **where you can be reached in the month of March 2013.***

Work Telephone Number		
Home Telephone Number		
Telephone (other)		
Fax Number		
Home Email Address		
Work E-mail Address		
Component or Directly Chartered Local (DCL)	AGR	UCTE
	CEIU	UNDE
	CIU	UPCE
	UEW	USGE
	GSU	UTE
	NAT	UVAE
	NHU	DCL
	NRU	
LOCAL NUMBER (if known)		

Loss of Salary Required:

Please identify if you will require loss of salary for travel on Friday, May 3, 2013. In most cases a half day will be needed for travel. If you require Loss of Salary for Saturday or Sunday please indicate below. (for budget tracking purposes)

Classification/Step or hourly Wage: _____
Number of Hours Loss of Salary Required: _____
Which days(s) do you require loss of salary? _____

**SECTION TWO:
Part A: Participant Questionnaire**

1. Have you ever attended a PSAC Regional Women’s Conference?
Yes _____ No _____
2. Have you ever attended a PSAC National Women’s Conference?
Yes _____ No _____
3. (Circle one) I am a member of a **rural** or **urban** PSAC Local.
4. Do you regularly attend Regional Women’s Committee Meetings?
Yes _____ No _____
5. Do you wish to self-identify?
 - Youth (under 29 years of age) _____
 - Aboriginal Person _____
 - Racially Visible Person _____
 - GLBT _____
 - Person with a Disability _____

Please list PSAC Education courses you have attended (both weekend and in-residence).

How will you use the knowledge and experience you gain at the conference to assist with your goals in your Union and Community organizations?

To ensure the dialogue continues beyond the conference, it’s important for attendees to establish goals of how to utilize the skills and knowledge gained. What will your personal goals be?

Three Month Goal

Six Month Goal

One Year Goal

SECTION TWO:
Part B: LOCAL APPROVAL
(Completed by your PSAC Local Executive Officer)

Please Print:

I _____ certify that _____
(member name)

is a member in good standing.

Signature of Approving Officer and Local Officer Position

Locals may submit more than one application provided the applications are ranked by the Local indicating a first and second choice. This will assist the Selection Committee in the event that the number of applications exceeds the number of seats available.

Selection number one (1): _____
(member name)

Selection number two (2): _____
(member name)

Registration Deadline is March 8, 2013
REGISTER EARLY – PARTICIPATION IS LIMITED

Registration Fee: \$100.00 dollars
Non-refundable, must accompany application.
Cheque payable to: Public Service Alliance of Canada

SECTION THREE

Travel, Hotel, Childcare & Accessibility Requirements

Travel costs for participants will be reimbursed through the Conference Budget. Travel arrangements will be made in accordance with the PSAC Travel Policy and all arrangements will be finalized once there is a confirmation of attendance (before March 22, 2013)

Hotel Accommodations for participants will be paid through the Conference Budget. All participants will have arrangement made for them at The Banff Centre. Transportation between the Calgary airport and Banff will be arranged through Banff Airporter. Detailed information will be provided once the delegates are selected.

Group Meals will be provided as follows:

- | | |
|-------------------------|-----------|
| • Saturday, May 4, 2013 | Breakfast |
| • Saturday, May 4, 2013 | Lunch |
| • Saturday, May 4, 2013 | Dinner |
| • Sunday, May 5, 2013 | Breakfast |
| • Sunday, May 5, 2013 | Lunch |

SPECIAL DIETARY REQUIREMENTS OR ALLERGIES

Do you have any dietary requirements or any allergies that we should be aware of?

Yes _____ No _____

If yes, please specify:

ON-SITE CHILDCARE FOR DELEGATES

The objective of the PSAC Family Care Policy is to remove one of the barriers which prevents delegates from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available through any of the PSAC Regional Offices.

If there are any requests by delegates, on site childcare will be provided at the conference for the activities outlined in the agenda.

Do you require on site childcare? Yes _____ No _____

If yes, for how many children? Ages of the children:

**We will follow-up for additional information.

Accessibility Requirements Form

The PSAC is committed to accessibility and therefore we ask that you complete this form if necessary so that the PSAC can ensure your full participation at the conference. The form is confidential and the information provided will be disclosed except where necessary to respond to your request for accommodation.

Name: _____

Disability Related Accommodation Request:

Do you have a disability? Yes _____ No _____

If yes to the above question, then what are the functional limitations and restrictions arising from your disability? (you do not need to disclose your diagnoses)

Please list options for accommodating your functional limitations and restrictions in order to allow you to fully participate in the event.

1. _____
2. _____
3. _____

Other comments:

You may be required to provide relevant medical documentation that will assist us to respond to your request.

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