



**B.C.
FEDERATION
OF LABOUR
(CLC)**

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Jim Sinclair
President

Angela Schira
Secretary-Treasurer

June 12, 2009

TO: ALL AFFILIATES

Dear Sisters and Brothers:

**RE: ACCOMMODATION RESERVATION INFORMATION & FORM
B.C. FEDERATION OF LABOUR 53RD CONVENTION
NOVEMBER 23 – 25, 2009**

The Hyatt Regency Vancouver, 655 Burrard Street, Vancouver, has been designated as the Convention Hotel for the 53rd Convention of the B.C. Federation of Labour. The room rate for a single or double is \$123.00 plus taxes. We encourage you to stay at the Convention Hotel and help keep the overall costs to the Federation as low as possible.

General Information

All accommodation reservations will be handled through the website and this office. If you send the form directly to the hotel, they will **not** process it. We will be releasing any unused rooms after ***October 30, 2009***. After this date, ***we cannot guarantee*** that you will receive the negotiated Convention rate, so we encourage you to book by the deadline.

BCFL Officers and Executive Council Reservations

A separate registration form will be sent to Officers and Executive Council Members for completion. This form should be returned to our office and **will make those reservations.**

On-Line Convention Hotel Reservations

The B.C. Federation of Labour and W.E. Travel have designed a website that will allow individual Convention delegates and/or unions to make Convention hotel reservations on-line using a credit card to guarantee the reservation. The website is located at **www.wetravel.net/bcfed2009**.

The deadline for making your reservation on-line is ***October 30, 2009***. If you don't know who your delegates will be, you can still make a hotel reservation on-line by entering your Union Name (Acronym) and Local in the "Last Name Field" and TBA in the "First Name Field". If you are making multiple reservations, enter as TBA 1, TBA 2, etc.

Once the reservation is completed, you will receive an e-mail with your personal access code. Your personal access code will be required to update your reservation. If you need to make any other changes to your reservation, they must be completed by ***October 30, 2009***.

*Policy
Convention*

After this date, you will not be able to change your reservation on-line. Heather Carter at W.E. Travel (toll free 1-877-764-1997 or heather@wetravel.net) will accommodate all changes or cancellations to reservations after this cutoff date. You can view your reservation on-line until the Convention begins using your access code.

Room Reservations by Fax

Reservations can also be made by completing and faxing back our hotel accommodation reservation form or downloading the form from the website. We are enclosing a "Hotel Accommodation Reservation" form to be completed by you and forwarded to our office prior to the deadline of **October 30, 2009**.

All reservations made using our enclosed form must be guaranteed for the first night's accommodation with a credit card number, cheque or money order made payable to the **Hyatt Regency Vancouver (not the B.C. Federation of Labour)** and must be received no later than **October 30, 2009**. **Do not** send your cheque directly to the hotel. Cheques **will not** be accepted at time of check-in.

If the credit card holder's name is different than the name of the room occupant that you are guaranteeing for the first night, and you wish to charge more than the first night's accommodation on this credit card, please contact our office for additional information.

Hyatt Regency Vancouver Smoking Policy

The Hyatt Regency Vancouver has a small number of guest rooms for smokers on a first-come, first-serve basis, if available. This preference should be indicated on the hotel reservation form. The Hyatt Regency Vancouver also has a policy charging a cleaning fee of **\$250.00** for evidence of smoking in non-smoking guest rooms. All City of Vancouver smoking bylaws are strictly enforced.

If you require a meeting room, please book it directly with the Hyatt Regency Vancouver.

In solidarity,



ANGELA SCHIRA
Secretary-Treasurer

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Attachment