

<b>Main Venue:</b>	<b>Centennial High School</b> 55 Sun Valley Blvd SE	
<b>Other Venues:</b>	<b>Viscount Bennett Centre</b> 2519 Richmond Road SW	<b>Westside Recreation Centre</b> 2000 - 69 Street SW
	<b>Erlton Campus</b> 24 - 28 Avenue SW	<b>United Library Services</b> 7140 Fairmount Drive SE
<b>When:</b>	Thursday, February 15 & Friday, February 16, 2018	

It's hard to believe that Convention 2018 gets underway next week!

Convention is the major event that Staff Association puts on for you as a member. On-line registration has been a resounding success with the highest number of members registered EVER!!! What an amazing way to celebrate Staff Association's 50<sup>th</sup> Year!

After Convention, please visit our Website ([www.staffassociation.ca](http://www.staffassociation.ca)) and Log-in through our 'Member Log-in' button and select the 'My Convention' tab and then click on the '**My Session Feedback**' button to complete a session evaluation form. Your feedback is very important as your input helps the Committee with selecting sessions for next year's event.

Enjoy your Convention!

*Sue*

Convention Coordinator

## Article 10 - Attending SA's Convention

### Article 10 - Staff Association Convention

*10.1 Continuous and term-specific employees will be allowed at least two (2) days, with pay, to attend the annual Staff Association Convention unless operational/work requirements prevent the absence from work of an employee for both days, in which case the employee will be allowed at least one (1) day, with pay, to attend. Employees not required to work either of the days of the Staff Association Convention shall not be entitled to receive additional compensation for time spent at the Staff Association Convention.*

#### Please note:

- **Continuous employees** - Since Convention days are paid days, the expectation is that you are either at work or attending Convention unless alternative arrangements have been mutually agreed to with your immediate supervisor.
  - You are not paid extra if the time you spend at Convention exceeds your regular paid hours.
- **Time sheeted employees** - You are welcome to attend Convention and participate in sessions, but are not paid for doing so.

## **Westside Recreation Centre**

- Please arrive no earlier than 9:30am as sessions begin at 10:30am and the centre requires time for their early morning facility users to exit the building.
- A registration table will be located inside the lobby for members to receive a wristband and SA's appreciation gift. Westside staff will be available to assist you through the facility.
- Don't forget your loonie or lock.

## **Unregistering from a Session**

With the popularity of many of our sessions it would be very much appreciated if you find that you cannot attend a session that you have registered for that you log-in and '*unregister*' yourself from the session so that another member can have the opportunity to register and attend.

## **Session Room Allocation Numbers - Centennial / Viscount Bennett**

- A listing of session room allocation numbers will be emailed to all members prior to the end of day on Monday, February 12<sup>th</sup>. Please open the email and make note of your room number as signage will be limited at the venues.

## **Parking Reminder - Centennial**

- Just a reminder that on-site parking spots are at a premium and you will be hard-pressed to find on-site parking if you arrive a half-hour prior to your session. Parking is available in the student parking lot located on the south side of the school. Handicap parking stalls are located in the small front lot of the school, and a parking permit must be visible.
- Please be mindful that you may be ticketed or towed at your expense if you park in fire lanes, no parking zones etc.

## **Busing - Centennial**

Coaches will be picking up riders at the locations/times below on Thursday and Friday:

- **Lester B. Pearson High School (3020 - 52 Street NE) - Departure time: Promptly at 7:15am**
- **John G. Diefenbaker High School (6620 - 4 Street NW) - Departure time: Promptly at 7:15am**
- 3:45 pm buses depart from Centennial High School and return to original destinations.

## **SA Member Appreciation Gifts**

- Appreciation gift numbers are determined by the amount of single registrations received with only one gift allotted per member attending Convention. **If you are attending multiple sessions, please only take one gift from the first venue that you attend.**

## **Daily Door Prizes**

- Door prizes will be awarded at all venues.

## **SA Director / SA Manager / Exhibitor Tables - Centennial**

- SA's member gift appreciation table manned by our Directors will be located in the hallway on the main floor along with our SA Managers' table.
- Exhibitor tables will be situated in the hallway on the main floor. We have many new and exciting exhibitors this year. As some of our exhibitors are equipped to take debit/credit cards, others are not, so please remember to bring cash to the site as the ATM's at the school are not guaranteed to be available.

## **Morning Goodies and Thursday & Friday Lunch Centennial & Viscount Bennett**

### **Centennial High School**

- Chef Mike and his team will be offering coffee, tea and an assortment of goodies both days which will be available in the cafeteria.
- Lunch will be available for purchase in the cafeteria and main gym on Thursday and Friday for \$5.00 (cash only please):
  - Thursday Menu: Tomato Basil or Thai Chicken soup and sandwich (assorted meat & veggie).
  - Friday Menu: Tomato Basil or Thai Chicken soup and sandwich (assorted meat & veggie).

### **Viscount Bennett Centre**

- We will be offering coffee, tea and an assortment of goodies both days which will be available in the lower level cafeteria.
- Lunch will be available for purchase Thursday and Friday through Coco Brooks located in the lower level cafeteria.

### **Friday Meet & Greet Breakfast with SA Directors - Centennial**

- On Friday morning, please join us from 8:00am to 8:45am for a Meet and Greet Breakfast with our Board of Directors.
- Breakfast wraps will be served along with our other delectable delights!

### **Smoke-free Environment - Centennial & Viscount Bennett**

As per CBE's Administrative Regulation 4024 (Smoke-free Environment), "all facilities and property owned and operated by the CBE are smoke-free environments. This includes parking lots, playgrounds, fields and CBE-owned or leased vehicles. This Regulation applies to all users of CBE facilities and property, including students and staff."