



SEPTEMBER 11-14, 2016  
SHERATON HOTEL, ST. JOHN'S, NL.  
11 AU 14 SEPTEMBRE 2016  
HÔTEL SHERATON, SAINT-JEAN, T.-N.



TO: All HSIRTF Locals | Bargaining Units

FROM: Walter Manning, Director

DATE: March 15, 2016

**SUBJECT: 13<sup>th</sup> National HSIRTF Conference — Workplace Mental Health: A Call to Action  
September 11 – 14, 2016, St. John's, NL**

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Greetings,

Please find enclosed information and registration form for the upcoming HSIRTF Conference “**Workplace Mental Health: A Call to Action**”.

Your Local | Bargaining Unit is entitled to send one regular delegate for every 75 members or the major fraction paid for under the attached most recent Entitlement List. This is the basis for determining the number of delegates your Local | Unit can send as well as expenses covered for by the Fund. Refer to your Local | Unit and your Company's name to see how many delegates you are entitled to send to the conference. Those delegates are covered under the expense rules. Space is very limited for extra delegates.

#### REGISTRATION

Registration will be from 3:00 to 5:30pm on Sunday, September 11 and from 7:30 to 8:15am on Monday, September 12. The Conference will start promptly 8:30am Monday, September 12. It will end noon Wednesday, September 14. Registration location will be indicated in the hotel lobby.

A registration fee of \$200.00 in advance or \$275.00 at time of registration for regular delegates or \$300.00 in advance or \$375.00 at time of registration for delegates above your entitlement. Delegates will not be seated without payment.

As for guests, the registration fee is \$300.00 in advance or \$375.00 at time of registration. The fee covers the Sunday reception, 3 breakfasts and lunches, the Monday evening dinner and the Guest Tour.

Enclosed you will find the Delegate's Registration Form which is to be presented at the time of registration along with your registration fee, payable by cheque to HSIRTF National Conference. Please complete the form and return it by fax to 613.230.5801 or preferably, register online at [HSIRTF-FFSSRI.unifor.org](http://HSIRTF-FFSSRI.unifor.org). **Deadline for registration is July 11, 2016.**

#### ROOM RESERVATIONS

A block of rooms has been reserved at the Sheraton Hotel. Delegates must book their own hotel rooms **by August 11, 2016, 5pm Newfoundland Standard Time (NST)**. Room rate for the HSIRTF Conference is \$224.00 for a traditional room (single or double occupancy). Delegates will pay for their room and Locals | Units will be reimbursed by the HSIRTF for all regular delegates. Reservations can be made directly with the Sheraton by calling the



Walter Manning | Director / Directeur

Health, Safety and Industrial Relations Training Fund  
Fonds de formation en santé, sécurité et relations industrielles

301, ave Laurier Ave W/O  
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Tel/Tél 613-230-5800 poste 250  
Fax/Télé 613-230-5801  
[hsirtf@unifor.org](mailto:hsirtf@unifor.org) | [ffssri@unifor.org](mailto:ffssri@unifor.org)

Reservations Department at 1-888-870-3033 and identifying yourself as being with Unifor. Online booking is also available at: <https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1602183640&key=2FA67894>

**TRAVEL**

If travelling by air, please book your flights directly on the Air Canada Website or by calling 1-888-247-2262 and quote Promotion Code D8M6VU41. Delegates driving to the conference shall be reimbursed \$0.48/km up to the cost of airfare. Expense forms will be provided at the conference.

Do not hesitate to contact me if you have questions. I look forward to your participation in making this an amazing Conference!

See you in St. John's.

In solidarity,

A handwritten signature in black ink, appearing to read "Walter Manning", with a stylized flourish at the end.

Walter Manning  
HSIRTF Director  
sm – cope.343

c.c.: National Representatives with Locals | Units participating in the HSIRTF

Encl.