



From the office of the Chief Executive Officer / Du cabinet du chef de la direction

TO: Engineers Canada Board
Presidents and Chief Executive Officers, Regulators
President, Canadian Federation of Engineering Students

FROM: Kim Allen, FEC, FCAE, P.Eng.
Chief Executive Officer

DATE: March 29, 2016

RE: **Notice of Meeting**
Board and Annual Meeting of Members – May 27-28, 2016
Various other meetings – May 25-26, 2016
Delta Prince Edward, Charlottetown, Prince Edward Island

Various other meetings – May 25-26, 2016 (refer to the schedule on the microsite)

Chief Executive Officers Group, Awards Committee, Regulators' Presidents Group, and Public Affairs Committee

Meeting Registration: Please register online by Monday, May 2, 2016.

- Refer to the Board [microsite](#) for the online registration form and meeting schedule (including the guest program).

Meeting Materials will be available on the microsite:

- Both agenda books (Board and Annual Meeting of Members) to be posted May 6, 2016.

Hotel Reservation: Please reserve your room by Monday, April 25.

- Meeting attendees are responsible for their own hotel reservations.
- A block of rooms have been set aside at Delta Charlottetown. Please ask for the "Engineers Canada (ENGI)" block rate.
- Room Rates: from \$229.00 CAD - \$269.00 CAD per night
- Please make your reservations at the [Delta Prince Edward](#) by phone at:
Phone: 902.566.2222
Toll free: 1.888.890.3222

Travel Arrangements: Meeting attendees are responsible for their own travel arrangements.

- Air Canada has been appointed the official airline for the 2016 Annual General Meeting.
- Please enter Promotion Code VYATKDT1 to receive up to 10% discount.
- Aeroplan members will accumulate mileage.

Expense Reimbursement:

- Refer to [GP-10 Board, Committee and Other Volunteer Expenses](#) for information about expense reimbursement.

Suggested Attire:

Awards Gala <i>Red Carpet Ready</i>	Women – cocktail dress or business suit Men – dark suit and tie
Fun Night <i>Casual</i>	Casual
Annual Meeting of Members, Open Forum and Board Meeting <i>Business Attire</i>	Women – business suit or skirt/dress pants and jacket Men – business suit or sports jacket and dress pants; tie required
All other meetings <i>Business Casual Attire</i>	Women – skirt, dress or dress pants; no jeans Men – polo shirt or collared shirt; no jeans; tie not required

Looking forward to seeing you in Charlottetown!

Questions? Please contact Nicole Martel, Senior Executive Assistant to the CEO
Nicole.Martel@engineerscanada.ca (613) 232-2474 ext. 233