



Memo | Note

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

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

DATE: April 8, 2015

RE: **Notice of Meeting**
Board and Annual Meeting of Members – May 21-23, 2015
Hotel Arts, 119 12 Ave SW, Calgary, AB

Meeting Registration: Please register online by Friday, April 24, 2015.

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

Meeting Materials will be on the microsite:

- The Annual Meeting of Members (AMM) agenda book to be posted May 1, 2015.
- The Board meeting agenda book to be posted May 8, 2015.

Hotel Reservation: Please reserve your room by Friday, April 24, 2015.

- Meeting attendees are responsible for their own hotel reservations.
- A block of rooms have been set aside at Hotel Arts. Please ask for the “Engineers Canada” block rate.
- Room Rates: Monday – Thursday (\$249.00/night); Friday – Sunday (\$149.00/night)
- Please make your reservations at the [Hotel Arts](#) by phone at:
Phone: 403.266.4611
Toll free: 1.800.661.9378

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

- Air Canada has been appointed the official airline for the 2015 Annual General Meeting.
- Please enter Promotion Code BZK2YJQ1 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.

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Page 2

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 – western wear.
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 Calgary!

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