



Local 54 54 – Section Locale 54 54

Representing Canada's Air Traffic Controllers - La voix des contrôleurs aériens du Canada

January 29, 2010

TO: BRANCHES AND FACILITIES

Travel for CATCA 2010 - Niagara Falls, ON Delegates and Official Observer

CATCA National Office will begin booking travel arrangements for Delegates and Official Observers starting February 1, 2010, for all delegates or official observers that have submitted their travel forms.

- Attached is a [flight booking form](#) for delegates and official observers **only**. **It is imperative that we have an e-mail address in order to contact you and to return your itinerary.**
- All bookings for delegates and official observers must be made **through the National Office and by the National Office.**
- Flight booking forms can be sent in to the National Office at any time but no later than February 12, 2010 by either e-mail at catca10@catca.ca or fax at 613-225-8448 **only**, phone calls will not be accepted.
- National Office will endeavour to make all travel bookings for delegates and official observers as quickly as possible so that you can coordinate your companion(s) travel, if applicable and to try and accommodate your preferences but you must be aware all fares are subject to availability
- Once you have received your itinerary, **by e-mail** from National Office, you must book your companion(s) travel immediately so that you can attempt to coordinate your travel, as all bookings are subject to availability.

In solidarity,

Greg Myles
President

Doug Best
Executive Vice President