



Canadian Association of University Teachers
Association canadienne des professeurs et professeurs d'université

 www.caut.ca
acppu@caut.ca

2705, promenade Queensview Drive
Ottawa (Ontario) K2B 8K2

Tel\Tél. 613-820-2270
Fax\Télééc. 613-820-7244

Memorandum 17:29

Date: October 12, 2017

To: Presidents and Administrative Officers
Local and Federated Associations

From: David Robinson, Executive Director

Re: **CAUT New Activists Workshop — November 23, 2017**

The recruitment and retention of members into active volunteer service is an ongoing challenge for academic staff associations. To support this effort, the Canadian Association of University Teachers has developed a “New Activists Workshop” aimed at encouraging people on the cusp of involvement to more fully invest time and energy into their associations.

This fast-paced, day-long event will happen in Ottawa at the Westin Hotel on November 23, 2017 (the day before CAUT November Council) and feature a mix of open discussion, plenary presentations and small group work. After exploring the challenges confronting academic workplaces, participants will put their new knowledge to work in a scenario-based, skills-building exercise. Topics covered include collective bargaining, grievance handling, equity, casualization, academic freedom, membership engagement, graphic design, video production, and communications and media relations. Beyond transferring specific knowledge, the event will also be an enjoyable occasion for academic staff to meet peers from across the country and generate enthusiasm and interest in association work.

Associations are encouraged to register a new member who is likely to move into active leadership positions in the near future. Space is limited to 20 participants, and no more than one per association. Feedback from the 2015 and 2016 workshops was incredibly positive so we are expecting another even better time this year. Early enrolment is encouraged at https://registration.caut.ca/index.php?event_id=aworkshop&language=e. The agenda is attached. For more information contact Paul Jones, CAUT Education Officer (jones@caut.ca / 613-820-2270 x181).

The Workshop will be conducted in English; there will be no simultaneous translation. The deadline to reserve a room at the [Westin Hotel](#) is October 23, 2017. Associations are encouraged to include workshop participants as observers to CAUT Council.

CAUT will provide assistance for an association's representative on the same basis as we provide assistance for Council delegates. CAUT will cover the cost of transportation to Ottawa for one representative per association. Air travel should be booked early to take

advantage of the lowest fares and no later than **November 11**. CAUT policy is to use unionized air carriers unless there is no other option available. Airline reservations *must* be made directly with CAUT's travel agency, WE Travel (1-888-676-7747). WE Travel will require the **booking code 6-5423** in order to make travel reservations and bill CAUT directly.

PLEASE NOTE: Participants will be responsible for any change fees and extra costs incurred if they request changes to travel booked.

CAUT subsidizes accommodation and per diem costs of associations with relatively few members based on the following formula:

Accommodation and per diem costs of the representative *minus* association membership multiplied by the number of days of the event.

See [CAUT Policy on Reimbursement of Participants' Expenses for CAUT Workshops](#) for further details.