Date  : January 31, 2019

From : Roger Régimbal Executive Director

To : ACER-CART Executive Members, Directors and Observers,

Objet : AGM 2019

ACER-CART Members

We are now starting to prepare for our next AGM. Here are some details that will help you prepare.

**The AGM will take place in Ottawa on the 7th and the 8th of June 2019.** The executive has approved a pre-AGM presentation on the **June 6th.** The topic has yet to be determined.

Executive members and the Directors from each association are the voting members. One observer and executive directors or people with related functions in their association are invited to participate to all the functions of the AGM.

We have blocked a limited number of rooms at the Marriott Hotel on Queen Street. It is important for you to **book though CTF** in order to benefit from the substantial rebate we can access. Some of you might want to extend their stay either before or after the AGM. We would request that you **register as soon as possible**. It would be appreciated if this can be done before the 15th of March. Your delegation might change, or your travel plans have not been finalized, that is not a problem since it is easier to change a name or cancel a room than to try and find one at the last minute.

In order to help you plan your trip, here is a brief outlook at the events surrounding the AGM. Although the events on Thursday are not part of the formal AGM, they have always been very productive, and all directors and observers are encouraged to attend.

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| Thursday,  June 6th  | 1 PM/5 PM | Hotel | * 1 pm New Directors Orientation
* 1:30 pm Presentation/Discussion
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| Thursday,  June 6th | 8 PM/11 PM | Hotel | * Hospitality suite
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| Friday,  June 7th  | 8:30 AM/4 PM | CTF Offices | * AGM Business of the Day
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| Friday,  June 7th  | 6 PM/11 PM | Hotel | * Banquet/Hospitality
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| Saturday,  June 8th  | 8:30 AM/3 PM | CTF Offices | * AGM Business of the Day
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Included in this e-mail you will find:

* **A call for nominations for the election of Executive Members for 2019-20**
* **Registration/Room reservation forms for the 2019 AGM**

Thank you for responding promptly.



Roger Régimbal

Executive director