Good morning, members:

RE: First Annual ACTAO Annual Convention: Sat. Oct. 26th, 2019-Meet and Greet: Fri. Oct. 25th, 2019

As most of you know, we have secured the Atoka House meeting room at the Cranberry Golf Course, 27 West Harbour Street in Collingwood for our 2019 fall convention on Saturday, October 26th, 2019.  The agenda for the convention, including details on the process for electing the board of directors, will be posted to the website soon.

Hotel rooms are available to be booked at the adjoining Living Water Resort and a limited number of rooms have been reserved for us.  Below are the details to book a room.  Please note if you are sharing a room with someone, they can only process one payment for that room, so one person will have to pay for the room and collect the cost from their roommate!  All members are responsible for booking their own room(s).  There is a spa at the Living Water Resort and members can receive a 10% discount on any spa services booked.  There is also a golf discount, for anyone who might be interested, of 10%.  If you wish to book any of these, please quote the code "M1" along with the name of our group (ACTAO) when booking.

I would ask, again, for anyone who is planning to attend the convention and has not done so, to please etransfer their $40 to [kbtranscripts@bell.net](mailto:kbtranscripts@bell.net) with the password convention as soon as possible.  These funds being collected are what is covering the costs for the convention.

Friday night - we sent out an email to everyone to see who would be interested in a meet and greet Friday night with some hors d'oeuvres and a cash bar.  In order to get a proper head count to see if there is enough interest, we would ask all the members to simply send an email to [kbtranscripts@bell.net](mailto:kbtranscripts@bell.net) and in the subject line put:  Friday night - yes (or no).

RESERVATIONS PROCEDURES:

Please note that the discounted room rate will be available until **Monday September 30th, 2019** (based on availability). There are limited guestrooms available, please be sure to book early to ensure you get a room.

Reservations can be made by calling the resort at 705-445-6600 ext.7170. Please reference group code: MACTAO (ACTAO (Authorized Court Transcriptionists Association of Ontario)

Please **ensure that it is noted at the time if you require 1 or 2 beds in the room** to ensure you receive the correct number of beds in the room. Please also indicate the name of the individual you will be sharing the room with.

Thank you,

Karen Bilodeau