

RETURN
BY SEPT. 24

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Workshop: Acting together against workplace violence.

ATTENDANCE AND ADVANCE FORM Region 7

LOCAL: _____ SIN/UNION NO. _____

NAME: _____

MAILING ADDRESS _____

TELEPHONE: (home): _____ (work) _____

EMAIL ADDRESS: _____

<u>TYPE OF MEETING</u>	<u>DATE</u>	<u>LOCATION/HOTEL</u>
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<u>Violence in the Workplace Campaign</u>	<u>October 15, 2009</u>	<u>Victoria Inn & Convention Centre</u>
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Members living within 60 kms. of Thunder Bay are not entitled to a room.

Accommodation will be available at the Victoria Inn, 555 Arthur St W, Thunder Bay, ON P7E 5R5

Members will be reimbursed for the cost of a twin-shared room as per OPSEU policy.

Accommodations are to be paid for by member and claimed back on the expense form provided at the meeting.

A rooming list will be prepared by Head Office. If there is another member you have arranged to share with please indicate member name. _____

I would like a single room (\$98.00) _____ I would like to share a room (\$49.50) _____

Please provide group ID # 214543 when booking room.

TIME OFF IF TIME OFF is allowed under the applicable article of your Collective Agreement for the above-noted meeting, OPSEU will arrange on your behalf, leave from duty.

REQUIRED? YES NO DATES: _____

If yes, please fill in the following information:

Employer: _____

Attention: _____ Title/Position _____

Address _____ City _____ Postal Code _____

Fax # _____

ADVANCE required prior to meeting: YES NO CONVENOR: _____

AMOUNT \$ _____ Do you want it mailed to your home _____ Delivered to the meeting _____

FOR ACCOMMODATIONS, TIME OFF AND ADVANCE REQUESTS; PLEASE FAX THIS FORM TO JACKIE EVANS AT 416 443 1762 NO LATER THAN THURSDAY SEPTEMBER 24, 2009.

For claimable expenses refer to instructions for travel expenses as outlined on the Travel Expense Form. **OFFICE USE ONLY:**

Date: _____ O/S

