

# **EXPENSE AND ACCOMMODATION GUIDE**

**APRIL 19-21, 2012**

## **OPSEU ANNUAL CONVENTION THE METRO TORONTO CONVENTION CENTRE**

255 Front Street West  
Toronto, Ontario M5V 2W6



**Important – Please read carefully before completing Credential Form**

## Accommodation

### **IMPORTANT**

**If paying by cash, full payment for the entire stay PLUS a cash security deposit of \$100.00 per night (TOTAL \$300.00) is required on check-in.**

**Please ensure your credit card has sufficient funds to cover the full period of stay.**

**Members are responsible for making their own accommodation and payment arrangements for the 2012 Convention. The cut off date is March 15, 2012. If you have reservation problems, please advise the Convention Office at 416-443-8888, or 1-800-268-7376, ext. 7467.**

**As per OPSEU Policy (Section 10.1-3) Delegates must book into the convention hotels, or their room costs will not be paid.** Rooms have been blocked at The Fairmont Royal York Hotel and The Inter-Continental Toronto Centre. If you choose to stay at another hotel, your room costs and any additional costs for taxis etc. will not be reimbursed.

The Fairmont Royal York Hotel  
100 Front Street West  
Toronto, Ontario M5J 1E3  
Tel: (416) 368-2511  
Or 1-800-441-1414  
One block east of the Metro  
Toronto Convention Centre

The Inter-Continental Toronto Centre  
225 Front Street West  
Toronto, Ontario M5V 2X3  
Tel: (416) 597-1400  
Or 1-800-422-7969  
Attached to the Metro Toronto  
Convention Centre

All reservations must be cancelled 72 hours prior to arrival to avoid penalty of one night's room rate and tax. Members are responsible for payment of their hotel room upon check-out. Rooms will be held up to 6:00 p.m. If you plan to arrive late, please advise the hotel when making the reservation.

Delegates will be **reimbursed for the cost of a TWIN-SHARED ROOM** as per OPSEU policy (Section 10.1-3). Hotel rates, including taxes, are as follows:

	Single or double	Twin-shared
The Fairmont Royal York Hotel	➤ \$220.35	➤ \$110.18
The Inter-Continental Hotel	➤ \$218.09	➤ \$109.05

If you choose to book a premium room, only half of the contract rate (as above) will be reimbursed.

**The completed Expense Claim should be received by Head Office not later than three months after the expense has been incurred as per OPSEU policy (Section 10.1-7).**

### **Advances (Delegates Only)**

Please indicate on the credential form the amount of advance required. Specify if the cheque is to be mailed to your Home, Regional Office (**indicate which Regional Office on the credential form**) or if it is to be picked up at Convention. We recommend that your advance be mailed to your home. Make your request early. Advances will be based on the twin-shared rate only.

Hotel (twin shared), parking (see PARKING) and telephone expenses for Convention **will not be directly billed back to OPSEU, and will not be deducted from your local rebate cheque.** Make sure you **include** these costs in your advance request.

### **OPSEU Travel Policy**

As per the policy of the Union (Section 10.1-12), the **MOST ECONOMICAL MEANS** of transportation should be used. Your Regional Office may be able to match you with another member if you need a ride. Please advise them if **you can take a passenger.**

### **Air Travel**

All delegates are to make their own travel arrangements. As per OPSEU policy, you are directed to use unionized providers where available.

### **By Train**

You may want to take either the GO Train or VIA Train to Union Station. The Fairmont Royal York Hotel is directly facing Union Station.

## Childcare

The Childcare Centre is located at the Inter-Continental Hotel. Please drop off your children at the Childcare Centre on your way to the Convention Centre.

*All Children, (16 years and younger), accompanying Delegates, must be pre-registered and signed in daily at the day care centre. Your children's names and ages must be listed on your expense claim. If they are not signed in and attending, single accommodation and meals will not be honoured. Lunch is provided by the OPSEU Day Care Centre for children attending.*

Childcare facilities will be made available to those members who bring children. Facilities will be provided during the hours that the Convention or functions relating to Convention business are in progress. The childcare registration form must be completed and forwarded to your **Regional Office by March 5, 2012**. In order to provide quality childcare that meets our legal obligation to the Day Nurseries Act, it is essential that **the Regional Office receive all forms by March 5, 2012**. Otherwise, accommodating your child(ren) cannot be guaranteed.

**Note: Any children, age 12 and up, will be required to attend a special program. This program is MANDATORY.**

*Delegates who do not bring their child(ren) to Convention will be reimbursed for childcare claims at the rate of \$6.00 per hour to a maximum of 12 hours. The overnight fee is \$40.00 to a maximum of \$112.00 per 24 hour period. The Family/Attendant Care Claim on the back of your expense claim must be completed and signed by the care providers as per OPSEU Policy (Section 10.2).*

## Convention Hours

The Convention hours are:

Thursday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 4:00 p.m.

## Credentials

All credentials must be submitted to your Regional Office by March 5, 21, 2012.

- Be sure to fully complete your credential.
- PRINT firmly AND CLEARLY when filling out your credential.
- Complete all sections in full.
- Include your **union number**.
- If you require time-off, read the Time-Off Section in this document for instructions.
- If you have special needs, complete the Personal Assistance Request Form included in this package and return it with your credential.
- If you require childcare facilities at Convention, complete the Childcare Form included in this package and return it with your credential.
- Your credential must be signed by two officers of the local.
- **Alternates** must ensure they indicate their ranking.
- If you lose your Delegate badge, only an Observer's badge will be given as a replacement.
- If you do not have a credential and wish to attend the Convention, you must bring your OPSEU union card together with a photo ID for verification.

The "original" white credential form is to be retained by YOU and **must** be presented at Convention registration in order to receive your badge. Head Office must have an original credential on file. No photocopied credential forms will be allowed. If you forget to bring your credential form to Convention, you must see the Credentials Committee at the Registration desk.

## Cancellation

If you are not attending Convention, please notify the **Convention Office at OPSEU Head Office, 1-800-268-7376 or (416) 443-8888, ext. 7467** as soon as possible. **You must cancel your own hotel reservations or you will be responsible for payment of the room.** Only cancel your portion of the room, if sharing, and be sure to let your roommate know you have cancelled. Deposits are refundable only if a reservation is cancelled more than 72 hours prior to expected arrival.

**ADVANCE CHEQUES ISSUED ARE NON-TRANSFERABLE AND MUST BE RETURNED TO HEAD OFFICE.**

**Change In Status**

If there is a change in status from Alternate to Delegate, it will be done in order of Alternate ranking, i.e. 1st Alternate, 2nd Alternate, etc. **If there is a change in status prior to Convention, your Local President must advise the Convention Office in writing. If there is a change in status at Convention, it must be authorized by the Credentials Committee. If your change in status will affect your accommodation arrangements, notify the hotel immediately.**

<p><b>OBSERVERS CANNOT BECOME OR REPLACE DELEGATES OR ALTERNATES</b></p>
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**Finding A Roommate**

**You are responsible for finding another member who will share your hotel room.** Be sure to indicate who you will be sharing with on your hotel registration form and notify the hotel of any changes/cancellations immediately.

If you are having difficulty finding a roommate, speak to your Local President or advise your Regional Office. They **may** be able to assist you in finding a roommate.

**If your roommate does not show up at Convention, notify your Local President or a member of your Local Executive immediately because you will be responsible for the full cost of the room.**

**How To Make Reservations**

All reservations must be made before **March 1, 2012**. Rooms will be reserved on a first-come first-served basis. OPSEU is not responsible for booking your room.

**Accommodation cannot be guaranteed after March 1, 2012 and is subject to availability.** Register early and advise the hotel if you have Personal Assistance (special needs) requirements.

To guarantee your reservation, provide credit card information or include a cheque/money order for one night's payment including taxes. Do not mail cash.

Contact the hotel for your reservation/confirmation number. Deposits are refundable only if a reservation is cancelled more than **72 hours** prior to expected arrival.

### **Meals (Delegates Only)**

Meal claim entitlements are:    Breakfast \$12            Lunch \$17            Dinner \$27

### **Non-Claimable Expenses**

The following expenses may **NOT** be claimed: expenses of spouses, room service, Valet parking, other personal charges, or any fees incurred above the set rates for this Convention and all expenses of Alternates and Observers. (Internet **or** telephone calls may be claimed up to \$10.00 per day). Please note that the hotel charges for using the phone for local calls.

### **Own Time/Vacation/Lost Wages (Delegates Only)**

Own Time of \$45.00 will be paid to members using lieu days, accumulated credits or vacation days. Own Time will not be paid for an unpaid day. **Claims for Own Time must be accompanied by supporting documentation** (original letter from employer or pay stub indicating the deductions) confirming the type of credit being used. **Claims for lost wages must be accompanied by supporting documentation confirming the details of the time off without pay.**

### **Parking**

Parking is available at the Metro Toronto Convention Centre. You can purchase a parking pass for up to 4 days at a rate of \$13.00 per day, i.e. \$52.00 in total. To purchase a parking pass, you must go directly to the Convention Centre website at [https://iebms.mtccc.com/iebms/sop/sop\\_p1\\_steps\\_booth.aspx?eventid=22331&cc=SOP-DISC&oc=01&coessionid=ej4fc0fhpfanff3fg2](https://iebms.mtccc.com/iebms/sop/sop_p1_steps_booth.aspx?eventid=22331&cc=SOP-DISC&oc=01&coessionid=ej4fc0fhpfanff3fg2). Please keep a copy of the receipt. A desk will be set up beside the Registration Area for parking pass pick up on Wednesday, April 18 and Thursday, April 19. If you did not pre-order the parking pass in advance, the regular rate is \$26.00 per day.

**PARKING WILL ONLY BE REIMBURSED WITH AN ORIGINAL RECEIPT.**

The Fairmont Royal York Hotel and the InterContinental Hotel only provides valet parking. Please note that **VALET PARKING WILL NOT BE REIMBURSED BY OPSEU.**

### **Special Needs**

Indicate your accessibility requirements on the "*Personal Assistance Request Form*".

**Be sure to let the hotel know if you require special accommodation.**

### **Time-Off Letters – Provided for Delegates Only**

No employer notification is provided by OPSEU for Alternates and Observers.

**TIME-OFF LETTERS ARE NOT FORWARDED TO INDIVIDUAL SUPERVISORS.**

To avoid delays in the processing of time off requests, fill out your Delegate credential form **completely.**

### **OPS**

Specify your ministry only. OPSEU submits letters as per Article 23.8 of the Collective Agreement. Time off letters will not be forwarded to individual supervisors. Individual supervisors can request confirmation of the time off request from the Office of the Director of Human Resources of the respective Ministry.

All OPS **delegates** who attend Convention and request time off through OPSEU Head Office are to be kept on payroll, with their Ministry invoicing OPSEU directly.

**Corrections shift workers** – Please note in your Collective Agreement, Section 23.1 that leave “**shall be granted for not more than four (4) consecutive days for each employee delegate for the purpose of attending the Annual Convention**”.

**CAAT** - Specify the full name of the College.

**BPS** - The following information must be provided:

- Complete name and full address of your employer.
- Full name and title of appropriate contact person that the letter will be addressed to. The appropriate contact person will be the **Director of Human Resources or equivalent**.