

# IMPORTANT

Please read carefully before completing forms

## REGISTRATION GUIDE

### ENCLOSED FORMS

### DEADLINE DATES

Conference Registration Form

Oct. 16, 2009

Childcare Registration Form

Oct. 16, 2009

Personal Assistance Registration Form

Oct. 16, 2009

Hilton Doubletree Accommodation Form

Oct. 16, 2009

## CONFERENCE REGISTRATION FORM

### Union Number

- Use your Union Number for identification purposes. If you do not have one or do not know your Union Number, you may use your SIN.
- Please ensure your number is used on all Conference documents and expense claims.

### Advances (Delegates Only)

- Make your request early.
- Indicate on your Registration Form the amount you are requesting.
- Specify if the cheque is to be mailed to your home, Regional Office (**indicate which Regional Office on the Registration Form**), or if you will pick it up at the meeting. We recommend that your advance be mailed to your home.
- **Do not include wages in your calculations.**

### Time-Off (Delegates Only)

- The deadline for time off, if required, is **Oct. 16, 2009**.
- **DON'T FORGET TO SPECIFY YOUR EMPLOYER'S NAME, DIRECT SUPERVISOR'S NAME, TITLE, ADDRESS AND FAX #.**

### **E-Mail**

We ask that you provide us with a secure e-mail address. This will assist in building better communication at OPSEU.

## **HOTEL ACCOMMODATION FORM**

### **Accommodation**

- Members will be responsible for making their own accommodation and payment arrangements for the 2009 BPS Conference and Divisional Meetings.
- Enclosed is an **Accommodation Form that must be returned to the hotel by Oct. 16, 2009.** This form may be sent to the hotel by fax or email.

You may also **reserve on-line** at

**<http://doubletree.hilton.com/en/dt/groups/personalized/YYZIPDT-BPS-20091125/index.jhtml>**

The Doubletree Hotel is the hotel for the 2009 BPS Conference and the Sector Meetings.

**Doubletree Hotel**  
**655 Dixon Road**  
**Toronto, Ontario, M9W 1J3**  
**Telephone: 416-244-1711**  
**Toll-free: 1-800-668-3656**  
**Fax: 416-244-7281**  
**Email: [joy.thadickal@hilton.com](mailto:joy.thadickal@hilton.com)**

### **Finding a Roommate**

- You are responsible for finding another member to share your hotel room with. Be sure to indicate with whom you will be sharing on your hotel registration form and notify the hotel of any changes/cancellations immediately.
- If you wish a room on your own, you or your Local (check first) will be responsible for one half of the cost.
- If you are having difficulty finding a roommate, speak to your Local President. He/she may be able to assist you in finding someone to share with.
- If your roommate does not show up at the Conference, you will be responsible for the full cost of the room.

### **Hotel Charges**

- Members will be responsible for full payment of their hotel room when they check out.
- There are **no** charges billed back to OPSEU.
- Delegates will be reimbursed for the cost of a twin shared room only, as per OPSEU policy.

## **Parking**

- Rates are posted at "Pay and Display" meters in the parking lots. Keep parking charge receipts and attach to expense form.
- The parking rate for:
- Guest is \$10.00 per night/day with in / out privileges when you have a guestroom. So 3 nights = \$30.00
- No guestroom - 1st 12 hours a max of \$10.00. 1st 1/2 hour free, each additional 1/2 hour is \$2.00
- No guestroom - after 12 hours, but less than 24 hours = \$16.00
- No guestroom - every time you leave the parking lot and come back in you will have to pay again.

## **CHILDCARE FORM**

***All children (regardless of their age), accompanying delegates, must be registered. If they are not registered, single accommodation and meal expenses will not be honoured.***

- Childcare facilities will be available on site for members who bring children.
- Facilities will be provided during the hours that the Conference or functions relating to Conference business are in progress including evening hours up to 11:00 pm.
- Children will be provided with age appropriate activities.
- The childcare registration form must be completed and faxed to (416-448-7451) or emailed ([collectivebargaining@opseu.org](mailto:collectivebargaining@opseu.org)) to **Head Office by Oct. 16, 2009.**

Because additional forms will be sent out to those requesting childcare, it is important that child care requests are submitted on time. Further information will be forwarded when final arrangements have been completed.

Delegates who do not bring children to the Conference 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 and must be attested to by the care provider noted on your Expense Claim Form.**

## **SPECIAL NEEDS FORM**

If you have any special needs, please complete the Personal Assistance Registration Form and fax it to: Brenda Buchan, Head Office, Fax #416-448-7451, by **Oct. 16, 2009** or email to [collectivebargaining@opseu.org](mailto:collectivebargaining@opseu.org)

***In addition, be sure to let the hotel know if you require special accommodation.***

## **EXPENSE CLAIMS**

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

- Meal Claims are: **Breakfast** - \$12.00      **Lunch** - \$17.00      **Dinner** - \$27.00
- Meals cannot be claimed if they have been provided by OPSEU

### **Non-Claimable Expenses**

The following expenses may **not** be claimed: expenses of spouses, room service, valet service, other personal charges and all expenses of Alternates and Observers.

### **Telephone Calls**

- One telephone call (up to 10 minutes) to one's home per day may be claimed.

### **Own Time**

- 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.

### **Lost Wages**

Claims for lost wages must be accompanied by supporting documentation confirming the details of time off without pay.

### **Travel**

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**

When travelling to the OPSEU BPS Conference, you are now directed to use Vision 2000 for your airfare travel in order to be reimbursed for your flight expenses. Please call Vision 2000 at 1-800-475-9494 ext 2793 and let the representative know you are attending the BPS Conference to receive the OPSEU rate.

### **Cancellations**

If you will not be attending meetings, notify Brenda Buchan, ext. 8718, at OPSEU Head Office as soon as possible.

**You must cancel your own hotel reservations or you will be responsible for payment of the room.** If sharing, only cancel your portion of the room. If you know your roommate, be sure to let your roommate know you have cancelled.

Issued Advance cheques are non-transferable and must be returned.

### **Change in Status**

If there is a change in status, i.e. from Alternate to Delegate, prior to the meetings, you must advise Brenda Buchan, at Head Office in writing and Fax: 416-448-7451 or email [collectivebargaining@opseu.org](mailto:collectivebargaining@opseu.org).

If your change in status will affect your accommodation arrangements, notify the hotel immediately. Fax: 905-542-4036.

## **PLEASE NOTE**

### **OPSEU' S Fragrance Policy**

*In accordance with the fragrance free policy for OPSEU, "Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants".*

### **OPSEU Policy on Nut Product Sensitivity/Allergy**

*Participants are asked to refrain from bringing nut products to meeting events. These products include a range of items including peanuts, peanut butter, pecans, walnuts, chocolate bars and energy/nutrition bars, etc.*

*Those who may entertain delegates in hospitality suites, caucuses or other informal meetings must comply with this policy.*

*As with other allergens, exposure to nut products can produce dramatic and life threatening reactions in some people.*