

October 2, 2012

Dear Member:

Congratulations! You have been selected to attend the 2012 OPSEU Human Rights Conference. This year's conference entitled, *Social Change through Social Media*, is set to take place on November 16-18, 2012 at the Sheraton Parkway North, Richmond Hill, Ontario.

Registration will take place from 4:00 to 7:00 p.m. on Friday, November 16, 2012.

The conference will begin at 7:00 p.m. on Friday and end at 1:00 p.m. on Sunday, November 18, 2012.

If you require time off, child care and/or an accommodation under the *Ontario Human Rights Code*, please complete the attached forms and return to the Equity Unit no later than **October 12, 2012**. In addition, if you are no longer able to attend the conference, please notify the Equity Unit as soon as possible so that your spot can be given to another applicant on the waiting list.

Further details about the conference can be found in the attached guide. Please pay special attention to the deadline dates and the information about expenses and booking hotel accommodations.

We look forward to seeing you at the 2012 Human Rights Conference. Please contact your Human Rights Conference Committee Representative (see attached list) or the Equity Unit at equity@opseu.org if you require further information.

In Solidarity,

Kim McDowell and

Robert Hampsey

Kim McDowell,

Robert Hampsey

Co-Chairs, 2012 Human Rights

Libby Zeleke

Libby Zeleke

Human Rights Officer

Encl: Registration Guide for 2012 Human Rights Conference.

REGISTRATION GUIDE

DATES AND DEADLINES:

ACTION

Childcare Registration Form
 Accommodation Request Form
 Time Off and Advance Form
 Booking Hotel Room

DEADLINE DATES

October 12, 2012
 October 12, 2012
 October 12, 2012
 October 16, 2012

BOOKING A HOTEL ROOM:

The 60 kilometer rule has been waived for this event. This means that all participants are entitled to stay at the hotel for Friday and Saturday night. If you need an additional night, prior approval from the Equity Unit is required.

You are responsible for making your own hotel arrangements by October 16, 2012. This will ensure that you get a room and receive the preferred rate for the event. You can contact the Sheraton Parkway toll free at **1-800-668-0101** to make the necessary arrangements. When you are booking your room, please notify the hotel that you are attending the OPSEU Human Rights Conference.

OPSEU will reimburse hotel expenses on a shared room basis only. You are responsible for finding another member to share your hotel room with. If you require assistance in finding a roommate please contact your Human Rights Conference Committee representative (see contact list on page 10). Alternatively, if you wish to room on your own, you will be responsible for one half of the cost. Please note that you are responsible for full payment of the hotel room upon check out. There will be no bill backs to OPSEU. Please save your receipt and submit with your Expense Claim Form. The forms will be provided at the conference.

Should you require a single room as part of a medical or other accommodation under the *Human Rights Code*, please complete the Accommodation Request Form and submit to the Equity Unit by the date noted above. The Equity Unit will inform you whether or not your accommodation request will be honored.

TRAVEL AND LOCATION

The Sheraton Parkway North is located at the corner of Leslie Street and Highway 7 in Richmond Hill.

DRIVING

From East:

Take Highway 401 West to Highway 404 North (look for the Don Valley Parkway sign). Proceed North on Highway 404 and exit onto Highway 7. At the lights turn left and head west on Highway 7. The hotel is 2 lights down and on the right side.

From North:

Take Highway 400 South to Highway 7. Proceed East on Highway 7 for 10 miles until you reach Leslie Street and the hotel will be on the left side of the road.

From South:

Take Don Valley Parkway North (which will turn into Highway 404) and exit onto Highway 7. Continue west for 1 block. The hotel will be on the right hand side of the road, just past the Esso station.

From Toronto Pearson International Airport:

Take Highway 427 North to the Highway 407 Toll Road East. Exit onto Leslie Street and turn left. The hotel will be on the right, 2 blocks ahead.

TORONTO TRANSIT

From Don Mills Station, take the 90 B Leslie Bus to East Beaver Creek Road and then walk (1minute) to 600 Regional Road 7.

MEALS

Breakfast and lunch will be provided on both Saturday and Sunday, so neither of these meals can be claimed as expenses. Dinners for Friday and Saturday can be claimed because they are not provided by the Conference.

If you have dietary needs, please complete the accommodation request form. Please note that the hotel cannot accommodate dietary needs without advance notice.

CHILD CARE INFORMATION:

Child care will be provided at the OPSEU Human Rights Conference. Please ensure that you have completed the Child Care Form and submitted it to the Equity Unit if you have not done so already.

Participants who bring their children are entitled to a single hotel room and can claim their child's meals, provided that the child is registered. All children sixteen years or younger must be pre-registered and signed in at the child care facility. If your child is not signed in, you are not entitled to single accommodation and your child's meals will not be covered.

ACCOMMODATION INFORMATION:

If you require assistance to participate in the Human Rights Conference, please complete the attached accommodation request form and submit to the Equity Unit by the deadline noted on page 2. You are responsible for notifying the hotel of any special accommodation accessibility needs that you may have.

NUT AND SCENT FREE POLICY:

In accordance with OPSEU Policy, participants are asked to refrain from using products that are scented or may contain nuts.

EXPENSE CLAIMS:

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|--------------------|---|
| Parking | Please save your parking receipt and attach to your Expense Form. You will be reimbursed for this expense. Please note: Valet Parking is not covered. |
| Meals | You will be reimbursed at the current OPSEU meal allowance rate for breakfast (\$12.00), lunch (\$17.00) and dinner (\$27.00). Please note: if meals are provided at the event, you cannot claim them as an expense. If you bring your child to the event, you are able to claim 50% of the meal allowance rate for each child under thirteen, and 100% for each child thirteen to sixteen. |
| Travel | As per OPSEU Policy, we will reimburse travel expenses for the most economical means of travel to and from the event. Please save your receipts and attach them to your expense form. |
| Family Care | Family/Attendant care will be reimbursed at the rate of \$6.00 per hour to a maximum of twelve hours, plus an overnight fee of \$40.00 to a maximum of \$112.00 per 24 hour period. |
| Own Time | Own Time of \$45.00 will be paid to Members using vacation or lieu time to attend the event. |
| General | Expenses will not be paid for members who fail to attend the entire Human Rights Conference. |

IMPORTANT PARTICIPANT INFORMATION

1. *We recommend that you bring one or both of the following items to the conference:*
 - Cell Phone
 - Personal lap top computer

2. *Please set-up one or more of the following prior to the conference:*
 - E-mail Account
 - Facebook Account
 - Twitter Account

3. *If you require information regarding setting up your social media account, please visit the following web-sites:*
 - E-mail: <http://www.gcflernfree.org/email101>
 - Facebook: <http://www.wikihow.com/Make-a-New-Facebook-Account> or <http://www.gcflernfree.org/facebook101>
 - Twitter: <http://www.gcflernfree.org/twitter101>

4. *Please let us know whether we have permission to send conference information to your cell phone:*
 - Yes
 - No

Cell Phone Number: _____

Advance/ Time off Request Form

Local # _____ **Union #** _____

Name _____

(Last Name)

(Given Name)

Address _____

(Number)

(Street)

(Apt./Unit/P.O. Box)

(City)

(Province)

(Postal Code)

Telephone: (Home) _____ (Work) _____

Fax: _____ **E-Mail:** _____

PLEASE NOTE: You are responsible for the costs of shared accommodation and all meals. Please include these expenses in your advance request. The hotel will post all charges to your credit card which you will need to provide upon check-in. If you do not have a credit card you will be required to deposit an amount equal to one night's accommodation and show your driver's license for identification purposes.

Amount of advance requested? \$ _____

Delivery Method

Mailed to home To Regional office for pick up To be delivered at meeting

TIME OFF LETTER REQUIRED FOR:

Dates Required? _____

Name of Employer Contact: _____

Title: _____

Employer e-mail: _____

Employer Address: _____

Fax # (Including Area Code): _____

PLEASE FORWARD COMPLETED FORMS TO JAYME BADER IN THE EQUITY UNIT BY FAX AT (416)448-7419 or equity@opseu.org NO LATER THAN OCTOBER 12, 2012

Accommodation Request Form

NOTE: This form is to help the Equity Unit review requests for accommodation in accordance with the *Ontario Human Rights Code*. Please answer the questions below, sign and date the form and fax it to the fax # or e-mail address on page 2. If this was mailed to you, please return it in the enclosed envelope. **Sufficient information must be provided to substantiate a request. An Equity Unit Officer will contact you to discuss your needs further.**

1. Please tell us the Code-related grounds for which you are seeking an accommodation (select all that apply):

- Disability
- Sex/Gender (including pregnancy)
- Family Status
- Creed (religion)
- Other (Please Specify) _____

2. Please identify the specific accommodation(s) you are requesting to enable you to participate fully in the activities of the union:

- Interpreter [Specify Type: _____]
- Child care / attendant care
- Material in alternate format [Please specify: _____]
- Dietary Restrictions.(Please list)

- Other [Please list]

3. a) Is your Code-related need temporary or permanent?

_____ Temporary _____ Permanent

b) If it is temporary, what is the expected duration of your Code-related need?

4. a) What are your current restrictions and limitations?

b) Are any of these restrictions and limitations permanent? If yes, please list:

5. Please provide any additional information that you feel may assist us in reviewing your request. [Attach any relevant documents.]

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FAX AT (416)448-7419 or equity@opseu.org NO LATER THAN OCTOBER 12, 2012**

HUMAN RIGHTS COMMITTEE REPRESENTATIVES

REGION	REPRESENTATIVE	CONTACT INFORMATION
1	Kim McDowell , Conference Co-chair, Chair of the Provincial Human Rights Committee (PHRC)	E-Mail: kimmcdowell@ opseu152.org Phone: 519-765-8660
	Elizabeth Ha , Co-chair, Workers of Colour Caucus	E-Mail: elizabethhaha@yahoo.com Phone: 519.919.0852
2	Marco Costa , PHRC	E-Mail: costamarc@hotmail.com Phone: 647-308-1451
	Nancy Hart-Day , Aboriginal Circle	E-mail: nancy.hart-day@sympatico.ca
3	David McCarl , PHRC	E-Mail: mccarl.david@gmail.com Phone: 705-627-1330
	Fernand Begin , Chair Francophone Caucus/ Comité provincial des francophones	E-mail: begin-f@rogers.com
4	Eric Davis , PHRC	E-mail: president@local497.com Phone: 613-859-8857
	Adam Ly , Provincial Young Workers Committee	E-mail: Adam.Ly12@gmail.com Phone: (613)864-2134
	Janet Heyman , Disability Rights Caucus	E-mail: janetheyman@live.ca Phone: 613-542-4322
5	Jennifer Ahamed , PHRC	E-Mail: jenniferahamed@rogers.com
	Robert Hampsey , Conference Co-Chair, Chair, Rainbow Alliance	E-mail: rhampsey@sympatico.ca
6	Jenny Craig , PHRC	E-Mail: jennyc@opseuregion6.com Phone: 705-575-3040
7	Owen Smith , PHRC	E-Mail: smitty3030@shaw.ca Phone: 807-252-7020