



IMPORTANT

Please read carefully before completing forms

REGISTRATION GUIDE

ENCLOSED FORMS

DEADLINE DATES

Conference Registration Form

May 17, 2013

Sector Registration Form

May 17, 2013

Childcare Registration Form

May 17, 2013

Accommodation Request (Personal Assistance) Form

May 17, 2013

Sheraton Accommodation Booking (direct to hotel)

May 17, 2013

Parking Form

May 17, 2013

CONFERENCE REGISTRATION FORM

Conference registration form must be attested to by two officers. Please send in originals with signatures. Delegates, Alternates and Observers must be elected as per OPSEU Policy

Union Number

- Use your Union Number for identification purposes.
- Please ensure your number is used on all Conference and Sector documents and expense claims.
- Please bring copies of your registration form.

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 **May 17, 2013**.
- **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

Accommodation

- Members will be responsible for making their own accommodation and payment arrangements for the 2013 BPS Conference and Sector Meetings.
- **You may reserve on-line at:**
<https://www.starwoodmeeting.com/Book/OPF10A>
- **You may reserve via phone at:**
1-800-325-3535 by requesting the BPS Conference group rate (Group code: OPF10A)
- If you are bringing your spouse, you are to pay half of the cost of the room.
- If single accommodation is requested, you will be expected to absorb the difference between shared accommodation and single cost as per OPSEU policy.
- OPSEU will pay accommodation only for delegates travelling in from more than 60 km.

The Sheraton Hotel is the hotel for the 2013 BPS Conference and the Sector Meetings.

Sheraton Hotel
123 Queen Street West
Toronto, Ontario M5H 2M9
Reservations: 1-888-627-7175
Telephone: (416) 361-1000
Toll-free: 1-800-325-3535

BPS Conference Room Rates

SINGLE - \$212.00 plus taxes

TWIN SHARED- \$106.00 plus taxes

Delegates will be reimbursed for the cost of a twin shared room only, as per OPSEU policy.

Finding a Roommate

- You are responsible for finding another member to 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 wish a room on your own (single room), you or your Local (check first) will be responsible for 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.

- If your roommate fails to attend the Conference or Sector Meeting, 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

City Hall Parking
100 Queen Street West
(North-west corner of Queen Street West and Bay Street)
Toronto, ON M5H 2N2

Price: \$58.00/car including HST
for the period from 7:00 am
Thursday, June 20, 2013 to
9:00 pm Sunday, June 23, 2013

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 session as follows:
Friday June 21, 2013: 8:30 a.m. – 6:00 p.m.
Saturday June 22, 2013: 8:30 a.m. – 6:00 p.m.
Sunday June 23, 2013: 8:30 a.m. – 7:00 p.m.
- Children will be provided with age appropriate activities.
- The childcare form must be completed and emailed(bpsconference@opseu.org) or faxed (416-448-7451)to ***Head Office by May 17, 2013.***

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 as per OPSEU Policy.***

Accommodation Request (Personal Assistance) FORM

If you have any special needs, please complete the Personal Assistance Registration Form and email or fax it to: the Negotiations Administrative Assistant, Head Office, Email to bpsconference@opseu.org or Fax to 416-448-7451, by **May 17, 2013**

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

Please remember to bring a copy of all forms to Registration

EXPENSE CLAIMS (As per OPSEU Policy)

Meals (Delegates Only)

- Meal Claims are: **Breakfast** - \$12.00 **Lunch** - \$17.00 **Dinner** - \$27.00
- Meals will **not** be provided.

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 OPSEU Policy (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.

Cancellations

If you will not be attending the conference and sector meetings, notify the Negotiations Administrative Assistant, 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. 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 meeting, you must advise the Negotiations Administrative Assistant, at Head Office in writing and email bpsconference@opseu.org or Fax: 416-448-7451

If your change in status will affect your accommodation arrangements, notify the hotel immediately.

PLEASE NOTE

OPSEU Scent Free Policy

In accordance with the scent 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.

OPSEU Pet Free Policy

Only service animals are entitled to be at any OPSEU meeting spaces.

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