



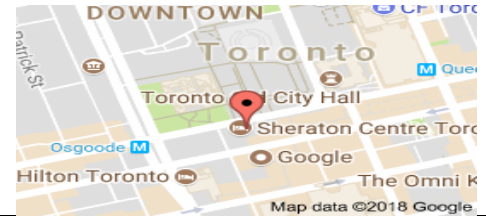
Elementary Teachers' Federation of Ontario (ETFO)
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO)
136 Isabella St
Toronto ON M4Y 0B5
416-962-3836 Toll free: 1-888-838-3836
Fax: 416-642-2424
etfo.ca

ETFO 2018 ANNUAL MEETING
AUGUST 13-16, 2018
ANNUAL MEETING PARTICIPANT INFORMATION PACKAGE

This information is provided to assist participants to prepare for the 2018 ETFO Annual Meeting. Visit us online at www.etfo.ca>About ETFO>Annual Meeting 2018



Sheraton Centre Toronto Hotel
123 Queen Street West, Toronto
Phone: (416) 361-1000
Toll-Free: 1-800-325-3535
<http://www.sheratontoronto.com>



ETFO CONTACTS – ADMINISTRATION

Angel Chan, Event Services Manager – extension 2322 achan@etfo.org
Lorna Larmour, Executive Assistant – extension 2212 llarmour@etfo.org
Evelyn McGrogan, Executive Assistant – extension 2214 emcgrogan@etfo.org
Olesia Romanko, Manager, Records and Information Services – extension 2517 oromanko@etfo.org

ETFO CONTACTS - DINNER

Nadia Casimiro, Administrative Assistant – extension 2221 dinner@etfo.org
Nicole Thomson, Fees & Reconciliation Assistant – extension 2510 dinner@etfo.org

ETFO CONTACTS - MEDIA CENTRE

Valerie Dugale, Executive Assistant – extension 2331 vdugale@etfo.org
James Taylor, Executive Assistant – extension 2337 jtaylor@etfo.org

ETFO CONTACTS - REGISTRATION

Event Management Services' extension 3827 events@etfo.org

ETFO CONTACT - SHERATON CENTRE TORONTO HOTEL FOR LOCAL ROOMING LISTS

Adi Mhatre, Group Reservations Coordinator – p) 416-814-1345 or
hardik.mhatre@marriott.com

All Sheraton Centre Toronto Hotel guest rooms are non-smoking. A \$300 cleaning charge will be applied if guests are found to be smoking. ETFO does not cover this charge. Please advise your members.

AGENDA

An agenda will be available at the time of registration. However, the Annual Meeting commences as follows:

Grand Ballroom
Monday, August 13, 2018
4:00 p.m.

For those making travel arrangements, the Annual Meeting will conclude on Thursday, August 16, 2018 at 2:00 p.m.

ARRIVAL/DEPARTURE Check in - 3:00 p.m., Check out - 12:00 Noon

- Sunday night accommodation is a local responsibility.
- Monday - early check in is NOT available.
- Thursday - must check out by 12:00 noon or pay an additional day rate charge or, after 5:00 p.m., an additional one night accommodation charge. **Additional charges for late check out are not covered by ETFO**

ADDITIONAL NIGHT STOPOVER

- a) There are circumstances when significantly cheaper airfare, or when airline flight schedules, requires an additional night stopover.
- b) Approval must be given in advance by the general secretary or deputy general secretary for a member to be reimbursed for non-airfare costs related to an additional night stopover. When approval is given the Federation will

c) pay for actual incremental costs incurred as noted below:

- 1) Accommodation: An amount equal to the amount of the single room rate payable during the activity or function.
- 2) Meals: Actual meal costs incurred in accordance with the meal guidelines.

ALTERNATE LUNCH TICKETS

Delegates and paid alternates will be provided with lunch during the final session on Thursday, August 16, 2018. There will be a meat and vegetarian option available. The cut-off date for ordering tickets or refunds is Thursday, August 2, 2018 at 5:00 p.m. Lunch tickets for other alternates can be purchased by the local president or designate through the EMS registration system, at a cost of \$38 per ticket.

ANNUAL DINNER & DIETARY RESTRICTIONS DURING ANNUAL MEETING

Annual Dinner

On May 14, 2018, a private link for registration to the Annual Meeting will be sent out on presnet. Annual Dinner tickets may be ordered at that time. Each delegate is provided with one dinner ticket at no charge. Extra tickets may be purchased by the local for \$90 per ticket. Local Presidents or designate should indicate in the Events Management System (EMS) at <https://events.etfo.org> the number of tickets required for their delegation/guests and meal selection for each person. When registering a member of your delegation or guest, please include the name(s) and list any dietary restriction. Meal choices are beef, chicken and vegetarian. The Annual Dinner contacts are Nadia Casimiro and Nicole Thomson at dinner@etfo.org. *Please do not contact the hotel directly for any dietary restrictions for meals that ETFO is arranging. If your local is hosting any meals, please ensure you inform your local president or designate.*

Please note that Annual Dinner tickets are non-transferable. If you do not wish to attend the Annual Dinner, please indicate in EMS. **The cut-off date for additional tickets, refunds and meal changes is Thursday, August 2, 2018 at 5:00 p.m.** After this date, EMS will be closed. The hotel requires a firm number of meals and will not accept any changes after this date. Your co-operation is appreciated. The cost of tickets ordered and not used are the responsibility of the local. Please be particularly mindful if you are changing someone in your delegation (alternate to delegate), and the original delegate ordered a special meal. In this case, the new person assigned to delegate must have the meal originally ordered prior to the August 2, 2018 date.

- **ETFO assigns all seating** – if there appears to be empty seats at your table, rest assured – there are not!
- Functionaries are seated with their local.

Date: Wednesday, August 15, 2018
Reception: Grand Ballroom Foyer – 6:00 p.m.
Dinner: Grand Ballroom – 7:00 p.m.
Dance: Osgoode Ballroom – 9:00 p.m.

Tickets may be picked up at the Concourse Checkroom on Tuesday, August 14, 2018 starting at 2:00 p.m. Please assign one representative to pick up all tickets for your delegation. The seating plan is final and changes cannot be accommodated.

Dietary Restrictions

ETFO endeavours to be responsive to members' dietary restrictions. When registering through the ETFO Event Management System (EMS), please identify health-related food or respiratory allergies to food. Please ensure you indicate if your food restriction is for food items consumed or airborne. The information should be reported under the Personal Accommodation section in ETFO Event Management System (EMS). If members do not indicate their dietary restrictions when they register, ETFO will be unable to accommodate these needs. ETFO will send the Sheraton all dietary restrictions, including all airborne food allergies. We are unable to accommodate food preferences. ETFO will make every effort to ensure that our meeting rooms are allergen free.

AWARDS

The following awards are presented during the Annual Dinner on the evening of Wednesday, August 15

- Honorary Life Membership Award
- Outstanding Service as ETFO Staff Member Award
- President's Award

These award recipients and their guest are:

- invited to attend the ETFO Annual Dinner;
- entitled to claim travel, in-transit meals on Wednesday/Thursday where required; and

- accommodation for Wednesday night, in accordance with Federation guidelines.

Award Recipient Expenses

In-transit meal expenses are subject to Federation guidelines. Award recipients should refer to the travel section of this document for information related to air, automobile and train rates as well as driving directions. Further inquiries regarding awards presented at the Annual Meeting can be directed to Jason Johnston, Executive Assistant at jjohnston@etfo.org or 416-962-3836 extension 2246.

CAUCUS MEETINGS

ETFO provides an opportunity at the Annual Meeting for members to hold and/or participate in self-directed caucus groups. It is the Federation's intent that caucus groups are by members, for members. Please indicate your intent to attend any of these sessions when registering for the Annual Meeting in the ETFO Events Management System (EMS) at <https://events.etfo.org>. The room locations will be posted on the website, when available. A light lunch will be provided for registered caucus members.

CHILD CARE INFORMATION (See also section on Dependent Care)

ETFO is offering on-site child care at the 2018 Annual Meeting provided by Network Child Care Services. Network Child Care Services started in 1991 as a non-profit home child care organization. It has expanded and today supports more than 750 children from ages six months to 12 years through ten Early Learning Child Care Centres and more than 90 Network Child Care-Certified Home Child Care program locations throughout Toronto and the GTA. They are licensed by the Ministry of Children and Youth Services, governed by the Day Nurseries Act, bound by Toronto Public Health guidelines and assessed and quality assured by the City of Toronto's Operating Criteria. For more information about Network Child Care Services, visit www.networkchildcare.com.

There is space for a maximum of 150 children. The Annual Meeting link will be posted on presnet. Registration for the meeting will run from May 14-28, 2018. Local presidents or designates should forward the link to their delegates and paid alternates. Local presidents or designates will have until **June 11, 2018 at 5:00 p.m.** to go into EMS and confirm the local delegation. On June 12, a link will be sent to all delegates and paid alternates who indicated they required child care. You must be the parent or legal guardian of a child in order to register the child for child care. Child care is reserved for delegates and paid alternates only. If a local is entitled to a paid alternate, the local president will send that paid alternate the link. Proof of parentage/guardianship is required. Children with identified exceptionalities that require a higher supervision ratio on excursions will be accommodated, if possible, with pre-discussion from Network, ETFO and parents. If children are unable to attend a trip (e.g., late arrival, higher care is required, not interested in trip) supervised activities will be provided on site.

Last minute requests for child care cannot be accommodated. Please register by June 22, 2018 at 5:00 p.m. Child care for local alternates, observers and guests is not available on site and is the responsibility of the local or the individual.

To ensure child safety, adequate supervision and planning purposes, we ask that you honour your intent to access the child care services. If all spaces are booked before the June 22, 2018 deadline, registration will close. If you have a delegation change after June 22, 2018, off-site dependent care for children of delegates will be reimbursed subject to Federation guidelines (see Dependent Care section on next page). Expense forms will be available on site at the Annual Meeting.

ETFO Kid's Union School

The ETFO Kid's Union School will continue at the 2018 Annual Meeting. **Maximum number accepted into this mini-program is 30 children. Priority is given to first-time participants.** Staff will create a fun, interactive program through a variety of hands on activities for children aged 8-12 years. Participants will gain an understanding of equity, social justice and the negotiation process. This mini-program will not interfere with any of the child care offsite excursions and is planned for Tuesday afternoon from 3:00 p.m.-5:30 p.m. It is our goal to help the children participating make sense of what their families do at the Annual Meeting and hopefully inspire them on a journey towards union activism.

COMMITTEE CHAIRS

Committee chairs will be available for consultation during the Annual Meeting on Wednesday, August 15 from 12:45 p.m.-1:30 p.m. and Thursday, August 16 from 8:45 a.m.-9:00 a.m. Information with respect to the attendance of committee chairs at the Annual Meeting will be forwarded directly to them under separate cover. If you do not have an EMS account, you may create an account at <https://events.etfo.org>. The following link will take you to FAQs and the Account Creation

Guide: <https://events.etfo.org/faq>. If you have any other questions or need clarification, please contact events staff events@etfo.org or extension 3827. Once you've signed in, please click the Annual Meeting private link to register.

DEPENDENT CARE

In the event that on-site child care is full, dependent care may be reimbursed to delegates and paid alternates.

(A signed receipt from the caregiver, listing the dependents and applicable dates, must be provided).

- a) Payment for child and adult dependent care shall not exceed \$75 per meeting day for each dependent.
- b) Payment for overnight care shall not exceed \$55 for the first child/adult dependent plus \$35 for each additional child/adult dependent to a maximum of \$125 per day.
- c) Payment for child care is limited to dependents 18 years of age and under.
- d) Overnight care is a reimbursable expense only in the event that no caregiver would otherwise be in the home overnight.
- e) Payment for adult dependent care is limited to an adult whose care is the responsibility of the member.

Subject to prior approval by the Federation, the rate at which dependent care costs for ETFO members who have a dependent with special needs will be the actual additional costs paid by the member for the care of the dependent. Please contact the provincial office for the Application to Exceed Dependent Care Maximum. For more information, please contact Michael Humphries at extension 2312 or mhumphries@etfo.org.

EXPENSES

Delegates and Paid Alternates

Delegate and paid alternate expenses will be paid in accordance with the current Federation guidelines following the Annual Meeting. Expenses will be paid once the statements have been reconciled. All claims **must** be submitted for payment within thirty (30) days of the conclusion of the Annual Meeting (September 18, 2018).

Delegate Meal Allowance

The delegate meal allowance will be processed via automatic bank deposit in early August. Local presidents are asked to ensure that delegates receive their individual weekly meal allowance of \$175 **prior to** attending the meeting. The funds will not be available on-site at the Annual Meeting. Meals for paid alternates will be paid after the Annual Meeting. For further information or if you have not received your local's meal allowance via automatic bank deposit by August 7, 2018, please contact: Michael Humphries at 416-962-3836 extension 2312 or mhumphries@etfo.org.

Day	Breakfast - \$15	Lunch - \$20	Dinner - \$45	TOTAL PRE-PAID
Mon. Aug. 13	Expense if approved (per Federation Guidelines)	Expense if approved (per Federation Guidelines)	Pre-Paid - \$45	\$45
Tue. Aug. 14	Pre-Paid - \$15	Pre-Paid - \$20	Pre-Paid - \$45	\$80
Wed. Aug. 15	Pre-Paid - \$15	Pre-Paid - \$20	Annual Dinner - \$0	\$35
Thur. Aug. 16	Pre-Paid - \$15	Provided - \$0	Expense if approved (per Federation Guidelines)	\$15
Total Pre-Paid per Delegate				\$175

Local Alternates, Observers and Guests

Alternate expenses and expenses of observers and guests from the local are the responsibility of the local that they are representing or an individual responsibility in which payment is required at check out. Notwithstanding, locals with three delegates or less are entitled to bring one alternate at provincial expense in accordance with Federation guidelines (see *Bylaw IV, 4.2*). Please direct your inquiries following the Annual Meeting to Michael Humphries, extension 2312 or mhumphries@etfo.org.

Meals In-Transit for Delegates and paid Alternates

In-transit meal costs may be reimbursed for periods of travel in excess of two hours when the travel occurs during the individual's regular meal times. In-transit meals and in-transit accommodation costs are included in mileage charged in lieu of airfare.

Meal – Lunch Monday, August 13, 2018 (for caucus participants only)

If you register for a caucus, lunch is provided on-site Monday, August 13. Expense claims for Monday lunch will not be approved for delegates and paid alternates attending a caucus.

GRATUITIES

Gratuities for meals have been included in the weekly meal allowance of \$175 per delegate. Additional meal gratuities will not be paid. ETFO will reimburse delegates for reasonable gratuities for transfer of luggage, etc., if required. Locals

moving materials/refreshments to and from a suite are responsible for gratuities given to hotel staff for such services.

IDENTIFICATION

Photo identification and a credit card are required when checking into the hotel. If a participant does not have a credit card, please contact Angel Chan at extension 2322 or achan@etfo.org. The following credit cards are accepted by the Sheraton Centre Toronto Hotel: **AMEX, MASTERCARD** and **VISA**.

LOCAL ACCOMMODATION REIMBURSEMENT

Accommodation reimbursement to locals will be paid based on approval of a *Local Reimbursement Form* at the rate of \$153.86 (single supplement) per night for three (3) nights to a maximum of \$461.58 per delegate including taxes. Expenses for incidentals, additional accommodation (unless otherwise approved), and all expenses for alternates or guests of the local are a local or individual responsibility and payment is required at check out. The *Local Reimbursement Form* is posted on the website under 2018 Annual Meeting.

Additional accommodation expenses (to achieve savings on airfare) may be covered by ETFO subject to prior written approval. For more information, please contact Angel Chan extension 2322 or achan@etfo.org. Please ensure that the *Local Reimbursement Forms* are submitted to the provincial office by **November 30, 2018**.

LUGGAGE STORAGE

Luggage storage has been arranged for participants arriving early on Monday, August 13 and for check out on Thursday, August 16. Hotel staff will be on duty; however, luggage remaining at the end of each day will be moved to the bell captain in the main lobby of the hotel. Please keep valuable items with you until you get your room.

Monday, August 13 – 10:00 a.m. – 9:00 p.m. – Location: TBD

Thursday, August 16 – 7:00 a.m. – 3:00 p.m. – Location: TBD

Please note that ETFO is not responsible for luggage that is left under the supervision of hotel staff.

MEETING ATTIRE – casual, ANNUAL DINNER ATTIRE – semi-formal or formal

Dressing in layers is recommended due to room temperature variations. It is advisable to come prepared.

MEETING ON-SITE LOCATIONS

MEETING ON-SITE LOCATIONS	ROOM	LEVEL
Registration	Convention Registration	Concourse Level
Credentials	Grand Ballroom	Lower Concourse Level
Child Care	TBD	TBD
ETFO General Office	Sheraton Hall A	Lower Concourse Level
Guest Registration	Convention Registration	Concourse Level
Media Centre	Sheraton Hall B	Lower Concourse Level

MEETING SPACE

ETFO has acquired general meeting space for use throughout the Annual Meeting. Space is limited and will be reserved on a first-come, first-served basis. Please contact Evelyn McGrogan at extension 2214 or emcgrogan@etfo.org to reserve meeting space.

MESSAGES

A bulletin board for telephone or general messages is provided throughout the Annual Meeting. Messages of this nature are posted on the bulletin board which will be located in a central area near the main meeting room. Please check this board periodically between sessions if you are anticipating messages. Unnecessary movement on the floor of the Annual Meeting is not permitted.

PARKING

The **maximum allowable parking** reimbursement claim is \$28.25 (inclusive of tax) per day to a maximum of four days (August 13-16 inclusive). Receipts are required.

Valet Parking

The only parking available at the Sheraton is valet parking (\$50 per day, which includes in/out services). Valet parking may be charged to a room but must be paid as an incidental charge upon checkout by the member. ETFO will reimburse \$28.25 (inclusive of tax) per day towards the cost of valet parking.

Public Self-Parking

Self-parking cannot be charged to your room. We have included some local self-parking lot rates and information. Some lots are not recommended as they have no daily maximum rate. Public parking rates were confirmed in March 2018. Prices subject to change.




not recommended, no daily max

20 Dundas Square
7:00 a.m.-6:00 p.m. - daily max \$22
6:00 p.m.-7:00 a.m. - night max \$9

37 Queen St. E. (7:00 a.m.-6:00 p.m.)
Daily max before 10:00 a.m. - \$28
Daily max after 10:00 a.m. - \$20
Night max - 6:00 p.m.-7:00 a.m. - \$7

Nathan Phillip Square Garage – 110 Queen St. W.
7:00 a.m.-6:00 p.m. – daily max \$20
6:00 p.m.- 7:00 a.m. – night max \$6

40 York St
7:00 a.m.-7:00 p.m. – daily max \$25
5:00 p.m.-7:00 a.m. – night max - \$9
no elevator at this site.

 Sheraton Centre Toronto Hotel
123 Queen Street West, Toronto
Phone: (416) 361-1000
Toll-Free: 1-800-325-3535
<http://www.sheratontoronto.com>

PERSONAL ACCOMMODATION

ETFO is committed to providing a barrier-free meeting environment at the Annual Meeting. We need to be aware of the special needs that will ensure a positive experience for all members. Please indicate in the Event Management System (EMS) any special needs required to support attendance. Pre-approval must be sought for certain accommodations. For more information, please contact Angel Chan at extension 2322 or achan@etfo.org. To assist members who experience sensitivity to WI-FI signals, we ask that you leave phones on airplane mode during the meeting.

POLICIES

Human Rights Statement

The Elementary Teachers' Federation of Ontario is committed to:

- providing an environment for members that is free from harassment and discrimination at all provincial or local Federation-sponsored activities;
- fostering the goodwill and trust necessary to protect the rights of all individuals within the organization;
- neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships; and
- promoting mutual respect, understanding and co-operation as the basis of interaction among all members.

Harassment and discrimination on the basis of a prohibited ground are violations of *the Ontario Human Rights Code* and are illegal. The Elementary Teachers' Federation of Ontario will not tolerate any form of harassment or discrimination as defined by the *Ontario Human Rights Code*, at provincial or local federation sponsored activities.

FNMI Statement

The Elementary Teachers' Federation of Ontario acknowledges and thanks the First Peoples of this territory and other Indigenous Peoples for sharing this land in order for us to continue our work today.

Allergy Alert

Increasingly, members are becoming sensitized to chemicals in the work environment. For many members, attending conferences and being exposed to fragrances or other scents including food, can pose a serious health risk. In consideration of the comfort and safety of members who may experience health risks from these exposures, conference participants are requested to refrain from the use of scented products such as perfume and aftershave while in attendance at the conference. All ETFO events are smoke-free. Individuals who do smoke are requested to smoke outdoors well away from entrances to the building. Your co-operation and consideration of the needs of our members are greatly appreciated.

Positive Space

This is a place where human rights are respected and where lesbian, gay, bisexual, transgender, queer or questioning people, and their friends and allies, are welcomed and supported.

RECYCLING

ETFO and the Sheraton Centre Toronto Hotel are fully committed to recycling. Please dispose of any recyclable products in the containers provided. Thank you for your assistance.

REGISTRATION - EVENT MANAGEMENT SYSTEMS (EMS)

Registration for the 2018 Annual Meeting will be offered through the ETFO Event Management System (EMS). Local Presidents will be provided with a private link to the Annual Meeting on May 14. They will forward that link to their delegation. Registration for this private event will close on May 28, 2018 at 5:00 p.m. Local presidents have until June 11, 2018 at 5:00 p.m. to confirm their local delegation. If you do not have an EMS account, follow these instructions for account creation. The Events Management site is located at <https://events.etfo.org/> The following link will take you to FAQs and the Account Creation Guide: <https://events.etfo.org/faq/>. If you have any other questions or need clarification on anything contact events staff at events@etfo.org or extension 3827. Once you've signed in, please click the Annual Meeting private link to register.

Registration at the Annual Meeting (Delegates/Alternates/Observers/Guests)

Registration will begin Monday, August 13, 2018 starting at 9:00 a.m.

RESOLUTION BOOKLET

The *Annual Meeting Resolution Booklet* is available online at www.etfo.ca > Annual Meeting 2018 as of May 1, 2018.

ROOM RESERVATIONS

Local Delegates, paid Alternates, Alternates, Guests and Observers

Contact your local president or local Annual Meeting representative if you require accommodation changes.

Provincial ETFO Guests

Contact Joyce McClelland at the provincial office at 416-962-3836 extension 2349 or jmcclelland@etfo.org.

Local Rooming Lists

All rooms have been guaranteed for late arrival. It is the local's responsibility to ensure that rooms not being used are cancelled 72 hours (3 days) prior to arrival date. Contact Group Co-ordinator, Adi Mhatre at 416-814-1345 or hardik.mhatre@marriott.com. Failure to do so will result in accommodation charges, **which are a local responsibility**. ETFO has a guaranteed room block with the Sheraton Centre Toronto Hotel for locals to access to make direct rooming and suite reservations. The block is available from **May 14 to June 18, 2018**. June 18 is the deadline for all rooming lists. After June 18, accommodation requests may be subject to availability and a higher rate. If you contact the hotel during the block timeline and are given a higher rate, please contact Angel Chan at achan@etfo.org and she will assist you with arrangements at another hotel.

Rates extend three (3) days before/after the Annual Meeting (based on hotel availability)

- Charge per night for third person in room - \$30
- No charge for children under 18 staying with parents.
- No charge for cribs.

Cots - \$30 - limited availability. In accordance with *Fire Regulations*, rooms with two double beds are not large enough to accommodate a cot. Additional accommodation resulting in travel savings requires prior approval. Please contact Angel Chan at extension 2322 or achan@etfo.org. The hotel will not accept individual reservations. The hotel requires local presidents (or local Annual Meeting coordinators) to make all reservations for members of the local delegation using the provided Excel rooming list.

ROOM RATES New

Effective January 1, 2018, the government implemented a mandatory 4% Municipal Accommodation Tax (MAT) for hotel and short term accommodation. Room rates are now subject to 17% tax (13% HST, 4% MAT). The MAT tax is only for guest bedrooms. Meeting rooms, food and beverages are exempt.

Single/Double Room Rate - \$307.71 (including 17% taxes)

Single Room Supplement - \$153.86 (including 17% taxes)

Accommodation must be booked at the Sheraton Centre Toronto Hotel to claim the Local Accommodation Reimbursement. Shared accommodation as requested on the local rooming list will be provided if available. In the event the shared accommodation cannot be provided resulting in a single room, the **LOCAL** will be responsible for the single room supplement of \$153.86 per night.

LOCAL HOTEL ROOMING LIST INFORMATION

Send your completed rooming list to Adi Mhatre, Sheraton Centre Toronto Group Coordinator at 416-814-1345 or hardik.mhatre@marriott.com.

When contacting the Group Coordinator use the subject line that will be provided to you, upon submission of your Room Block Request Form, for ALL correspondence.

SEATING

Main Meeting Room – Grand Ballroom

ETFO assigns all local delegation seating prior to the Annual Meeting. Several rows of seating each year are rotated from the front-to-back and side-to-side to provide an equal opportunity for all delegates while maintaining local groupings. The seating plan for the Annual Meeting will be provided in your registration package on Monday, August 13, 2018. If you have any questions, please contact Evelyn McGrogan at 416-962-3836 extension 2214 or emcgrogan@etfo.org.

TRAVEL

Reservations

New Wave Travel is used for all ETFO Travel reservations (air, rail). For air travel arrangements, please contact our representative David Roy at 416-928-3113 extension 267 or 1-800-463-1512 or david@newwavetravel.net and provide the following account number: 09010-112. For rail travel arrangements, please contact our representative Nadian Powell at 416-928-3113 extension 293 or 1-800-463-1512 or nadian@newwavetravel.net and provide the following account number 09010-112.

The ETFO travel guidelines are as follows:

- a) When traveling to a Federation function, the member is expected to use the most economical means of transportation possible.
- b) When a motor vehicle is used, the Federation will reimburse the member for travel, in-transit meals and in-transit accommodation to a maximum equivalent to the most economical air fare available including taxes.
- c) Reimbursement for mileage will not exceed the distance determined by standardized mapping software, which calculates the mileage based on the address of the starting point and destination.
- d) Members who require air or train transportation must reserve the most economical seat available through ETFO's designated travel agency. The member and travel agent are expected to book as far in advance as possible to achieve savings.
- e) When a member travels by motor vehicle, the member may claim an additional five cents (\$0.05) per kilometre for each additional authorized passenger.

WI-FI

Complimentary Wi-Fi is available in your individual hotel rooms only.

WORKBOOK

Local presidents will receive one copy of the Annual Meeting Workbook for each delegate. Please ensure that delegates bring their workbook to the Annual Meeting.

PLEASE REMEMBER TO BRING YOUR WORKBOOK – EXTRA COPIES LIMITED