



ED/BOARD CHAIR WORKSHOP

Registration Form

Friday, January 26 & Saturday, January 27, 2018
Ramada Plaza Hotel, 300 Jarvis Street, Toronto – Essex Ballroom

Name: _____

Position Title: _____

Agency: _____

Email: _____

Special Requests (including dietary): _____

Accommodation:

(Please check one. Accommodation will be booked by the OAN)

- Thursday Night only Friday Night only Both Nights
 No Hotel Needed

Travel**: Car Bus Rail Air

****Please see Page 2 for important travel information****

Please check:

- I have reviewed the OAN Travel and Cancellation/No-show Guidelines.
Please ensure that you read the OAN Travel Guidelines completely. Thank you.

Please plan on attending the entire two days as the content is interconnected.

Please fax back to the OAN at 416-364-1250 or email to mcherry@oan.red

Please be advised that all travel bookings must comply with the government of Ontario's travel policy which requires that the most economical and appropriate manner of travel is booked.

Travel arrangements for train or airfare to attend meetings must be booked through the Ontario AIDS Network's Travel Counselor. The contact information for the travel counselor is as follows:

Amanda Kelly

Travel Counsellor

1221 Yonge St.

Toronto, ON M4T 2T8

416-968-2455 ext. 2

Toll free: 1-888-644-5623 ext. 2

amanda@premieregroup.com

If you are travelling by bus, you are responsible to book your own travel arrangements directly with the bus company. You can then submit your travel expense for reimbursement.

In the event that you wish to travel by car, car travel is reimbursed at 40 cents/km. You are not required to submit gas expenses. Car travel which will result in excess of \$400 (which includes parking) being reimbursed requires prior approval.

Thank you for your cooperation