

2009 CATIE REGIONAL EDUCATIONAL CONFERENCES

In October 2009, CATIE will be bringing our annual Educational Conference to the Pacific, Western and Atlantic regions. CATIE is currently working with partnering organizations in these regions to develop two-day educational conferences that are full of relevant regional information about the HIV epidemic and are delivered by local experts.

CATIE is pleased to announce the co-hosts, dates, and locations of the 2009 regional educational conferences:

Truro, Nova Scotia
October 7 - 8, 2009,
Co-hosted by Northern AIDS Connection Society

Calgary, Alberta
October 15 - 16, 2009
Co-hosted by AIDS Calgary

Richmond, BC
October 28 - 29, 2009
Co-hosted by Pacific AIDS Network

At the educational conference in your region, you will learn more about:

- the populations and communities in your region most affected by HIV and what is being done to support them;
- important issues for people living with HIV such as mental health, aging and HCV co-infection;
- innovative and successful HIV programs in your region;
- new programs and services offered by CATIE to support your work.

For more information about the 2009 CATIE regional educational conferences, please contact Joseph van Veen at 1-800-263-1638 ext. 254 or jvanveen@catie.ca.



2009 CATIE PACIFIC REGION EDUCATIONAL CONFERENCE DESIGNATED DELEGATE REGISTRATION FORM (PAN MEMBERS)

PAN member organizations in good standing may use this form to register two delegates to attend the Pacific Educational Conference, the PAN PHA Forum (Delegate 2) and PAN Meeting, and to request CATIE financial support for the participation of those delegates if needed. Your organization must have a current CATIE membership. We ask that the two delegates your organization selects include at least one person living with HIV and at least one person with decision-making responsibility for HIV-related programming. Additional delegates may be able to attend the conference by completing the General Registration form or applying to the CATIE Conference Scholarship Program with forms available at <http://www.catie.ca/eng/AboutCATIE/AGM.shtml>.

MEMBER ORGANIZATION INFORMATION		
Organization:		
Contact Person:		
Mailing address:		
City:	Province:	Postal code:
Daytime telephone : (include area code)	FAX : (include area code)	
E-mail:		
CERTIFICATION BY EXECUTIVE DIRECTOR OR BOARD CHAIR		
This registration form must be signed by the Executive Director or Board Chair of the PAN member agency listed above to certify that the two individuals listed on this form will be the designated delegates for their organization at the Pacific Educational Conference on October 28 - 29, 2009 at the Vancouver Marriott Airport Hotel.		
Print Name	Title	
Certification Signature	Date	Phone
FINANCIAL ASSISTANCE FOR DESIGNATED DELEGATES OF PAN MEMBER ORGANIZATIONS (Please check one of the two options below.)		
<input type="checkbox"/>	My organization is a member of PAN and we require financial support from CATIE to help our 2 designated delegates attend the conference, in accordance with the attached CATIE Travel Policy.	
<input type="checkbox"/>	My organization will pay for our designated delegates to attend the conference or can obtain funding from an alternate source.	
<small>*Please note that if you are requesting financial assistance, each designated delegate must read the CATIE Travel Policy and sign where indicated in the delegate information section to confirm they understand and will adhere to the policy.</small>		
CATIE MEMBERSHIP (Current CATIE membership is required.)		
If your organization has not yet renewed its free annual CATIE membership for the 2009-2010 fiscal year, please do so now with the online membership form at http://membership.catie.ca/membership/organization.aspx		
For membership questions, please contact Véronique Déstrubé at 1-800-263-1638 ext. 267 or vdestrube@catie.ca .		

This entire form must be completed and returned to the CATIE offices by August 4, 2009 in order for CATIE to provide financial support for your designated delegates to attend the conference.

This is page 1 of 4. The form continues on the next page.

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2009 CATIE PACIFIC REGION EDUCATIONAL CONFERENCE DESIGNATED DELEGATE REGISTRATION FORM (PAN MEMBERS)

INFORMATION FOR DELEGATE 1					
Name:					
Mailing Address for correspondence related to the conference:					
City:		Province:		Postal Code:	
Daytime phone or phone number where CATIE can leave a message for you (include area code):					
E-mail:					
TRANSPORTATION (Please complete <u>one</u> of the choices below.)					
<input type="checkbox"/> I do not require transportation.					
<input type="checkbox"/> I will require air transportation (instructions will be sent to you on how to book your air travel)					
<input type="checkbox"/> Personal Vehicle (car pooling is required and mileage will be reimbursed for only one delegate per organization as per CATIE's Third Party Travel Policy).					
ACCOMMODATIONS (Please complete <u>one</u> of the choices below.)					
<input type="checkbox"/> I will not require accommodations; I will be staying with family/friends and request an allowance of \$25/night.					
<input type="checkbox"/> I know someone attending the conference that I would like to room with. <i>*You must both indicate each other on your forms for the request to be honoured.</i> Name of person I would like to room with:					
<input type="checkbox"/> I would like CATIE to assign my roommate.					
▶ Please indicate your gender:					
<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	FTM
<input type="checkbox"/> I do not want to share a hotel room and I would like private accommodation. I understand that CATIE will pay only 50% of the cost for private accommodation and the balance of the cost is my responsibility. I will pay for the balance in advance and realize that it is non-refundable. The single supplement rate for the Vancouver Airport Marriot Hotel is \$88.35/night .					
<input type="checkbox"/> VISA		<input type="checkbox"/> MasterCard		<input type="checkbox"/> American Express	
Name on Card:					
Card #:					
Expiry Date: ____/____ (mm/yyyy)					
nights X \$88.35 =					
Card Holder Signature:					

This is page 2 of 4. The form continues on the next page.



2009 CATIE PACIFIC REGION EDUCATIONAL CONFERENCE DESIGNATED DELEGATE REGISTRATION FORM (PAN MEMBERS)

SPECIAL NEEDS			
Wheelchair access	Vegetarian meals	Other (please specify):	
ADDITIONAL EXPENSES THAT MAY BE COVERED FOR UNEMPLOYED PHAs			
	I am an unemployed PHA in need of financial assistance and I am requesting childcare expenses for ____ children (enter total number of eligible children for whom you would not otherwise require childcare.)		
	I am an unemployed PHA in need of financial assistance to help with incidentals related to participation in the conference. I am requesting CATIE's support of \$35 per diem.		
PARTICIPANT DECLARATION			
I hereby certify that I have read the Travel Policy (Third Parties) accompanying this form and fully understand the meaning of these guidelines and policies and declare that all the information provided by me on the application is true.			
Participant Signature			Date

INFORMATION FOR DELEGATE 2 (PHA FORUM DELGATE)		
Name:		
Mailing Address for correspondence related to the conference:		
City:	Province:	Postal Code:
Daytime phone or phone number where CATIE can leave a message for you (include area code):		
E-mail:		
TRANSPORTATION (Please complete <u>one</u> of the choices below.)		
	I do not require transportation.	
	I will require air transportation (instructions will be sent to you on how to book your air travel)	
	Personal Vehicle (car pooling is required and mileage will be reimbursed for only one delegate per organization as per CATIE's Third Party Travel Policy).	

This is page 3 of 4. The form continues on the next page.



2009 CATIE PACIFIC REGION EDUCATIONAL CONFERENCE DESIGNATED DELEGATE REGISTRATION FORM (PAN MEMBERS)

ACCOMMODATIONS (Please complete <u>one</u> of the choices below.)					
	I will not require accommodations; I will be staying with family/friends and request an allowance of \$25/night.				
	I know someone attending the conference that I would like to room with. <i>*You must both indicate each other on your forms for the request to be honoured.</i> Name of person I would like to room with:				
	I would like CATIE to assign my roommate.				
	▶ Please indicate your gender:		Male		Female
				MTF	
					FTM
I do not want to share a hotel room and I would like private accommodation. I understand that CATIE will pay only 50% of the cost for private accommodation and the balance of the cost is my responsibility. I will pay for the balance in advance and realize that it is non-refundable. The single supplement rate for the Vancouver Airport Marriot Hotel is \$88.35/night .					
<input type="checkbox"/> VISA		<input type="checkbox"/> MasterCard		<input type="checkbox"/> American Express	
Name on Card:					
Card #:					
Expiry Date: ____ / ____ (mm/yyyy)					
nights X \$88.35 =					
Card Holder Signature:					

SPECIAL NEEDS		
<input type="checkbox"/> Wheelchair access	<input type="checkbox"/> Vegetarian meals	<input type="checkbox"/> Other (please specify):
ADDITIONAL EXPENSES THAT MAY BE COVERED FOR UNEMPLOYED PHAs		
I am an unemployed PHA in need of financial assistance and I am requesting childcare expenses for ____ children (enter total number of eligible children for whom you would not otherwise require childcare.)		
I am an unemployed PHA in need of financial assistance to help with incidentals related to participation in the conference. I am requesting CATIE's support of \$35 per diem.		
PARTICIPANT DECLARATION		
I hereby certify that I have read the Travel Policy (Third Parties) accompanying this form and fully understand the meaning of these guidelines and policies and declare that all the information provided by me on the application is true.		

Participant Signature

Date

**This form must be completed and received at the CATIE offices by August 4, 2009.
Please mail or fax completed form to:**

CATIE Pacific Educational Conference 2009, 555 Richmond St. West, Suite 505, Toronto, ON M5V 3B1
Fax: 416-203-8284

This is page 4 of 4. Please ensure that all 4 pages are completed and returned to the CATIE offices.

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CATIE TRAVEL POLICY (Third Parties)

2009 CATIE Educational Conferences

CATIE TRAVEL POLICY (THIRD PARTIES)

CATIE's reimbursement policy for third party travel has been designed to be equitable, affordable and easily implemented in a consistent, fair manner. CATIE seeks to be supportive of all participants in its events while using public funds in a prudent manner.

CATIE will modify this policy as required by changes to CATIE's funding and/or the changing scope of CATIE's programs.

1. General

- a. This policy applies to scholarship recipients, workshop participants and any other non-CATIE staff for whom CATIE is paying travel expenses;
- b. Receipts are required for ALL expenses unless otherwise stated;
- c. Cheques will not be issued in advance or during the meetings;
- d. All expense claims should be submitted within 10 business days of the end of the event;
- e. CATIE does not cover the cost of meals taken beyond those offered at our meetings. We realize that the cost of additional meals may be a burden for some participants. For this reason, PHAs who are unemployed and in need of financial assistance may apply for a \$35 *per diem*. The *per diem* is not available to local participants who have the ability to have meals at their home.

2. Travel

- a. CATIE covers the cost of home to venue and return. All reasonable efforts must be made to use the least expensive forms of air and ground transport. Expenses that are deemed excessive may not be reimbursed;
- b. Airport shuttles are to be used when available. Taxis will not be reimbursed if an airport shuttle is available;
- c. All air and train travel will be arranged through CATIE or a third party designated by CATIE;
- d. Participants are permitted to arrive early or leave late for personal reasons if, by doing so, the cost of the ticket is no more expensive than arrival or departure at the times defined by CATIE. CATIE will not reimburse for any expenses related to a personally-motivated early arrival or late departure such as hotel or food;
- e. Arrival and departure dates and times will be determined by the lowest available economy fares;
- f. Local transit and parking are covered;
- g. Participants that use their personal vehicle may submit for the reimbursement of mileage at the rate of \$0.47/km as long as this amount is equal to or less than other public forms of transportation. When the mileage amount is greater than the cost of other forms of public transportation, CATIE will reimburse the equivalent cost of the public transportation only;
- h. Car rental must be pre-approved by CATIE and will only be approved when it is less expensive than public transit e.g. when shared with other participants;
- i. Where possible, participants will travel on the meeting days and limit their hotel stay to no more than one night for a one-day meeting and no more than one night per meeting day for multi-day meetings;
- j. All travel must be approved in advance and in writing by CATIE staff.

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CATIE TRAVEL POLICY (Third Parties)

2009 CATIE Educational Conferences

3. Accommodations

- a. All hotel arrangements will be arranged through CATIE or a third party designated by CATIE at economy or moderately-priced hotels;
- b. All individuals will share accommodation with another participant. If a participant wishes a private room, they have the option of receiving a 50% credit from CATIE for a single hotel room at the hotel selected by CATIE and must pay the remaining 50%. If the participant chooses the 50% credit, they must supply a credit card number and expiry date to CATIE, in advance (see below), and CATIE will bill the agreed upon amount to your card in advance. If the participant cancels or does not attend, CATIE will not reverse this charge;
- c. Individuals living within close proximity (100 km or less) to the event are not eligible for accommodation reimbursement;
- d. Participants who choose to stay with friends or family are eligible for a \$25/day allowance. An expense form must be completed and submitted for reimbursement;
- e. CATIE does not cover the cost of in-room services such as phone calls, movies, internet service, room service, mini-bar or any other services provided by the hotel. The hotel will bill you directly for such expenses when you check out. The hotel will require a credit card or cash security deposit prior to check in. You are reminded to take an appropriate means of payment for these charges or the hotel may deny your reservation. If this is problematic, please speak to CATIE's Director, Operations and Resources to make alternate arrangements.

4. Childcare reimbursement

- a. Reimbursement of childcare expenses is intended only for expenses not regularly incurred (e.g. not for regular daycare expenses) such as babysitting fees resulting strictly from the parent's participation at a CATIE event;
- b. Childcare reimbursement is only offered to PHAs who are unemployed and in need of financial assistance;
- c. CATIE offers reimbursement for the care of children 16 years old and younger not normally enrolled in day care. An expense form with receipts must be completed and submitted;
- d. Reimbursement for the care of children left with family, friends etc. will be reimbursed at a rate of \$75 per 24 hour period (regardless of the number of children). The names of all children cared for, the amount paid and receipts are required to process the expense form.

5. Meals and Beverages

- a. CATIE frequently offers meals and nourishment breaks at no charge during its presentations and endeavours to plan events and the corresponding meals to minimize any costs to participants. CATIE does not reimburse for any other meals;
- b. Per *diems* for meals and incidentals **are not issued**.

► **Please ensure your designated organizational delegates read this policy carefully and sign the appropriate section on the delegate registration form to indicate they understand and will abide by this policy.**

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