

RESERVATION & REGISTRATION INFORMATION

REGISTRATION & RESERVATION DEADLINE – JULY 8, 2016

Conference registration fee:

Payment of \$60.00 is required for the conference kit materials (by separate cheque made payable to Unifor Family Education Centre).

Accommodation fees:

All rates quoted are based on three (3) nights' accommodation, beginning with dinner on Sunday, and up to and including lunch on Wednesday.

Shared Room with another delegate	\$555.00
Single Room child age 17+	\$930.00
Children, age 12-16	\$75.00 per child
Children, 11 or younger	No Charge

If rates are being paid by the INDIVIDUAL rather than the local or organization, please contact the Unifor Family Education Centre Reception at 1.800.265.3735 or 519.389.3221. Taxes will be applicable. The local can submit payment for a single room only (exempt from taxes). The delegate can provide a personal Visa, American Express or MasterCard for the family charges. The prices are as follows:

Child aged 17+:	\$169.50
Child age 12 – 16:	\$84.75

Additional guests:

For accommodation arrangements other than those outlined above, please contact Reception for pricing at 1-800-265-3735 x.3221.

Payment methods:

All room and board fees must be paid in advance.

Cheque: forward **two separate cheques** to the Unifor Family Education Centre, one for the conference registration fee (\$60.00) and the other for accommodation costs. **Cheques can be made payable to the Unifor Family Education Centre** and mailed with the enclosed reservation form directly to the Unifor Family Education Centre, 115 Shipley Ave., Port Elgin, ON N0H 2C5.

Credit Card: record the credit card number and expiry date on the Reservation Form and submit via email to confcentre@unifor.org, by fax to 519.389.3222 or mail in. Or, call the Centre - 1.800.265.3735 or 519.389.3221 to provide the credit card information required.

First come, first served basis:

Registration and accommodations for the conference will be handled on a first-come, first-served basis. To participate in the conference, delegates must have accommodations at the Centre. **If the Centre is fully booked, the Centre will advise you, and you (or your local) will be responsible for making alternative arrangements.**

Cancellations:

Cancellations must be made in writing 24 hours prior to 3:00p.m. on August 7th, 2016 and can be emailed to confcentre@unifor.org or faxed to 519.389.3222. **Failure to cancel within the 24 time period will result in a billing for the first nights' accommodation costs.**

Child care:

Child care is available for children 0-12 years of age, for the children of eligible delegates during conference hours only - if numbers permit. Delegates will be eligible for the child care program providing they are a single parent, or a parent not accompanied by a spouse or companion, or if both parents are registered delegates for the conference. Child care registration forms are enclosed. To ensure a spot for the program, please submit your reservations as early as possible.

Child Care facilities will be provided for children of eligible delegates during conference hours only. **THIS DOES NOT INCLUDE GRANDCHILDREN, GODCHILDREN, NIECES, NEPHEWS, FRIENDS ETC. Delegates requiring childcare must pre-register no later than July 8, 2016.** Please have the delegates complete the attached childcare form and send along with room reservation form and cheques to the Centre at the above address.

Teen Program:

At the Women's Conference a Teen program is offered for children 13-16 years. **Dependent children age 13-16 years old attending the conference with their mother or legal guardian must register and participate in the Teen program by submitting the registration form. Registration is due no later than July 8, 2016.**

Grey Bruce Airbus

Arrangements can be made directly at 1-800-361-0393 or 1-519-389-4433 for those delegates who will require transportation to and from the Toronto airport.