

**2013 OPS LOCAL PRESIDENT MEETING
JANUARY 12, 2013 – HILTON SUITES
GUIDELINES**

As per OPSEU Policy:

Members will be responsible for making their own accommodation arrangements for the Local President's Meeting.

- OPSEU will not pay for accommodation for members living within 60 km of the hotel.
- **If members are unable to complete their travel within the day**, shared accommodation should be booked. Delegates will be reimbursed for the cost of a twin-shared room only as per OPSEU policy. Your Local may also be willing to pay for the other half of the room if you do not wish to share, but you must check with your Local on this item.
- You are responsible for finding another member to share your hotel room with. Be sure to indicate whom you will be sharing with when you call the hotel. If you are having difficulties finding a roommate, speak to other Local Presidents.
- Notify the hotel of any changes/cancellations immediately. You must cancel your own hotel reservations or you will be responsible for payment of the room. Only cancel your portion of the room if sharing and be sure to let your roommate know you have cancelled.
- Members will be responsible for payment of their hotel room when they checkout.
- If attending on a regular day off, you will not be entitled to claim own time. If you are attending on a work day, you will be entitled to claim lost wages.
- Please see the attached registration form that will need to be filled out and returned to Sathiya Krisnanandan at 416-448-7462.