

DELEGATE GUIDELINES
2014 OPS REGIONAL BARGAINING CONFERENCES

As per OPSEU Policy:

Members will be responsible for making their own accommodation arrangements for the 2014 Regional Bargaining Conferences.

- OPSEU will not pay for accommodation for members living within 60 km of the hotel.
- OPSEU will reimburse for the full cost of the room, if shared by another delegate. Shared accommodation should be booked wherever possible. 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 your Local President or advise your Regional Office. They may be able to assist you in finding someone to share with.
- 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.