

Canadian Parents for
French BC & Yukon
Information Package
AGM & Conference
November 1-3, 2013



AGM & CONFERENCE

CPF BC & Yukon Branch welcomes our Chapters to participate in our 35th anniversary of our Annual General Meeting & Conference! Celebrate with us our milestone! Our event this year is taking place the November 1-3, 2013 weekend in Richmond, BC at the Radisson Vancouver Hotel.

Please review the information in this package to learn about registration for this AGM & Conference. Below find the link to your registration form along with other details that will assist you in planning. An email will be sent to registered delegates in mid October 2013 with further details about workshops and your stay in Richmond, BC. A full AGM & Conference Package will be available at the hotel upon registration.

Registration

CPF BC & Yukon would like to invite **one** partly sponsored representative per Chapter executive to attend the AGM & Conference in Richmond, BC.

Register online here: <http://bit.ly/1fx2ivv>

Early Bird registration (\$350) open now until September 25th

Late Registration (\$400) is open until October 15th.

***Note:** In order to receive reimbursement for travel or per diems, you must register for and attend the AGM on Sunday November 3rd, 2013.

Any registration requests past October 15th are not guaranteed accommodation or admission.

Additional Un-sponsored Delegates: Un-sponsored Chapter representatives are welcome to attend the conference, space permitted. Un-sponsored participants are subject to the following fees:

Registration fee: \$25

Friday November 1st Reception: \$25

Saturday November 2nd Banquet: \$50

Saturday Workshops: Free (*does not include lunch)

AGM Sunday November 3: Free!

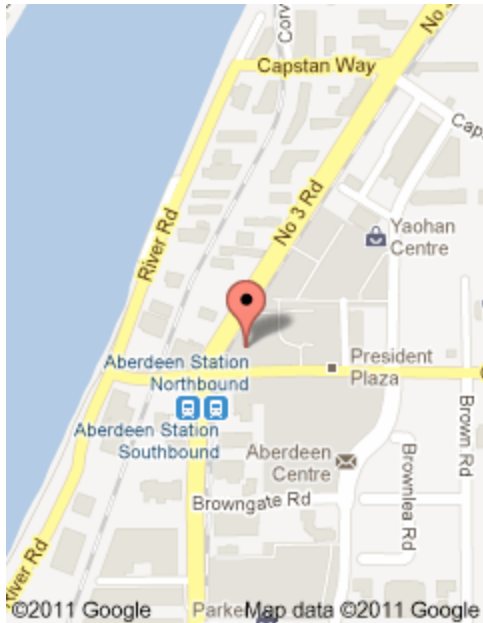
Accommodation: Shared (Fri/Sat): \$65, Single Room: \$120

Wait list: A signup wait list will be established. If a Chapter decides not to attend, another Chapter is eligible to fill in their place at the conference and AGM as a sponsored delegate. The stand in however must report back to the Chapter they are representation within a month of attending the conference. To add your name to the waitlist, send an email to Heather at projects@cpf.bc.ca

Location of AGM & Conference

The AGM & Conference will be held at:

Radisson Hotel Vancouver Airport
8181 Cambie Rd. Richmond, BC V6X 3X9



Website: <http://www.radisson.com/richmond-hotel-bc-v6x3x9/bcvanair>

Getting here from the YVR airport:

1) Complimentary hotel shuttle service to YVR Airport OR 2) Take the Skytrain (26 minutes to Radisson, \$7.50 fare)

Radisson Hotel Vancouver Airport is located a few steps away from the Aberdeen Station of the Canada Line, a rapid-transit train that stops at Vancouver International Airport and connects you to the downtown core in about 20 minutes.

If travelling directly from Vancouver International Airport, exit the airport at Arrivals Level 1 of the Domestic Terminal Building or at Arrivals Level 2 of the International Terminal Building. The shuttle pick-up & drop-off areas are located at the green canopy. Please use the direct-dial phone to request the Radisson Hotel Vancouver Airport (Richmond) shuttle.

Eligible Sponsored Delegates

Each Chapter is eligible to send 1 sponsored delegate. If a Chapter has a membership over 100, they are eligible to send a 2nd delegate. If a Chapter is unable to send a delegate, their spot will be made available to other chapters who wish to send a second delegate in their place. You will be required to report back to the Chapter you are representing within 1 month. If you would like to be added to the waitlist, please send in your name to Heather at projects@cpf.bc.ca.

Travel Arrangements

Driving: Your travel to and from the conference will be reimbursed at \$0.50 per km

Flying: Please book your air travel as soon as possible through the Flight Centre.

Contact: Roxy Rae at 604-682-5621 or email her directly at Roxy.Rae@flightcentre.ca

Your travel to and from your home can be claimed on your expense claim form as per CPF BC & Yukon standards, which will be provided in your AGM & Conference package. Please keep all receipts associated with travel for reimbursement (skytrain transit passes/taxi receipts/shuttle voucher).

Radisson Hotel/Guestroom Amenities:

- Complimentary Airport transfer available.
- Complimentary **parking** is available for Hotel Overnight Guests on the 5th level of the parkade in the blue zone only, and the front of the hotel. Upon check-in, please register your car licence plate with the Front Desk. If no registration is done with the Front Desk, vehicles are at risk of being ticketed and towed.

Note: CPF BC & Yukon will not reimburse unused or transferred airfare. Air Canada tickets are non-refundable. Airline cancellation fees or upgrades will not be covered by CPF BC & Yukon. **It is the responsibility of each delegate to book flight details by September 30th to receive CPF BC & Yukon reimbursement or coverage.**

Travel/Cancellation Insurance information

The CPF BC & Yukon Branch office does not carry travel/cancellation insurance. The CPF BC & Yukon office will reimburse your travel expenses after the completion of the conference. Please send in applicable receipts or record mileage. If you wish to purchase travel insurance you can at the time of your booking using your credit card.

Accommodation

Rooms at the Radisson Vancouver Hotel and Conference Centre are reserved from Friday November 1st until checkout on Sunday November 3rd based on shared accommodation. If you wish to share with a specific individual, please indicate it by including the person's name on your registration forms. Otherwise, you will be assigned a roommate. Individuals who request single accommodations must pay the full room charge, totaling **\$120**, including tax. This amount must be paid at the time of your registration on November 1st. You are responsible for incidentals upon checkout.

Check in time is at 3:00pm

Check out time is at 12:00pm

Please note: Delegates are responsible for any cancellation fees. Room cancellations must be made 48 hours prior to check-in time, or the cost of the room will be charged to you individually.

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- Complimentary **parking** is available for Hotel Overnight Guests on the 5th level of the parkade in the blue zone only, and the front of the hotel. Upon check-in, please register your car licence plate with the Front Desk. If no registration is done with the Front Desk, vehicles are at risk of being ticketed and towed.
- Complimentary use of fitness facilities and indoor pool
- Automated 24-hour Business Centre

Silent Auction

This year will once again be holding a silent auction. Each chapter are asked to bring 1 item to for the silent auction from your community (ex: gift bag, local CPF SWAG, something unique to your community, blanket, painting etc.,) **Please bring the item/gift to the registration table prior to Saturday evening.** The Silent Auction will take place during the Banquet on Saturday, November 2nd, 2013.

Friday Welcoming Evening Reception

The opening reception and welcome will take place on Friday November 1st. Please join us at the Radisson Vancouver Hotel, for Hors d'oeuvres, and getting to know your CPF staff, members and special guests. A cash bar will be open for the evening. Reception begins at **19h00.**

Registration opens at 6:00pm.

Location: Radisson Hotel, 8181 Cambie Rd. Richmond, BC V6X 3X9

Agenda

The following will be the programming for the AGM & Conference. A full schedule and agenda will be sent to registered delegates via email, and will be included in the conference packages at the event registration. For workshop signups, please check online mid-October.

Friday November 1st, 2013 at 7:00pm

Welcome Evening Stand-up Reception

Saturday November 2nd, 2013

*Full day programming
Sessions & Workshops
Networking with Chapters
Silent Auction
Evening Banquet*

Sun day November 3rd, 2013

*AGM
12:00pm- Conference completion*

Checklist of items

- Register online
- Book air travel (if flying) with Flight Centre
- Silent auction item from your community (t-shirt, mug, gift basket etc)
- Cheque to pay for your conference fees
- Workshop signup- available mid October online
- Hotel contact information
- Semi-formal attire if attending the Banquet Saturday night
- Note: each Chapter attending will be given an outdoor rollup CPF banner (8' by 3'). Please plan to take this banner home with you on the trip.

Further Information

For any questions, please contact Heather Bartlett at projects@cpf.bc.ca or 778.329.9115 ext 317.

Please check back online for updates and workshop registration.

<http://bc-yk.cpf.ca/agm/>