



**CANADIAN
PARENTS
FOR FRENCH**
BRITISH COLUMBIA
& YUKON



**Annual
Conference
2024 -
Registration
Package**

**Hilton
Vancouver
Metrotown -
Burnaby, BC
Oct 25th - Oct
26th, 2024**



Registration Information

CPF BC & Yukon is thrilled to announce its **Annual Conference 2024**, and invites you, our Chapters, to attend! The event will be taking place in person at the **Hilton Vancouver Metrotown in Burnaby, BC between October 25th-26th, 2024**.

The Conference will begin **at 6pm on Friday, October 25th**, with a Welcome Reception at the hotel. Guests are welcome to check in to their rooms anytime **after 4pm** that day. Conference programming will run all day on **Saturday, October 26th until 4pm**.

This package contains information about registration for our Annual Conference. Below, you will find the link to our website and the online Registration Form, along with other details that will assist you in planning. A few weeks before the event, an email will be sent to registered delegates with further details about workshops, speakers, and your stay in Burnaby, BC. The complete Conference package will be available on our website and sent to you by email in advance.

This is one of the most valuable networking and leadership development opportunities afforded to our Chapters. We are once again keeping the registration fee at the reduced rate of **\$100 per chapter delegate**. This includes travel, hotel accommodation for Friday night, meals, and all conference activities. The registration fee may be paid online through the registration form or in person at the event via cheque.

Each Chapter is allotted **ONE (1) sponsored chapter delegate**. Requests for additional delegates will be considered on a **first-come first-serve basis**, subject to availability if there are other Chapters that cannot attend. Please refer to the waitlist section in the registration form below.

Registrations are now open for the Conference, and we encourage all our Chapters to attend! **The deadline for registration and confirming your attendance is September 20th, 2024**. Registrations received after the deadline are not guaranteed accommodation or admission.

While the deadline may be far, we would encourage our Chapters to **register as soon as possible** to help us plan all accommodations and arrangements for the event in time. We recommend that Chapters use the summer break to ascertain which delegate to send. Please note that attendees who require travel by airline must make flight arrangements through CPF's designated travel agent.

Our Annual General Meeting will be held separately via zoom in September 2024. Stay tuned for further details on both our upcoming events!

RSVP Now! Registration Link:

<https://form.jotform.com/241507199795268>

Agenda

Friday, October 25th, 2024

- 4pm** Check In & Registration at Hilton Vancouver Metrotown
- 6pm** Welcome Reception - Waterford Room (hors hors d'oeuvres and 2 complimentary drink tickets)

Saturday, October 26th, 2024

- 8am** Breakfast - Waterford Foyer
- 9am** CPF Welcome - Waterford Room
- 9:15am** Chapter Introductions
- 10am** Presentation I
- 10:30am** Break
- 11am** Presentation II
- 12pm** Lunch - Waterford Foyer
- 1pm** Keynote Speaker
- 2pm** Break
- 2:15pm** Presentation III
- 2:45pm** Break
- 3pm** Branch Updates
- 3:30pm** Advocacy and Outreach Updates
- 4pm** Closing Notes
- 4:15pm** Wrap Up

RSVP Now! Registration Link:
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Additional Information

Travel

Travel Arrangements: It is up to the sponsored delegate to decide which is the best method of travel.

Driving: Mileage will be reimbursed at the Canada Revenue Agency rate in effect at the time of travel.

Flying: Please book your flight as soon as possible. Air travel for **ONE (1) sponsored delegate per Chapter** will be paid directly by CPF BC & Yukon. All air travel must be booked through The Travel Agent Next Door by contacting the following agent:

Alison Ebbs, Travel Consultant The Travel Agent Next Door – Surrey, BC

Phone: 604.258.7395 x 2995

Email: aebbs@thetravelagentnextdoor.com

Please identify yourself as a delegate for Canadian Parents for French BC & Yukon's Annual Conference and Alison will be able to assist you.

***Note:** There is no airport shuttle to the hotel. Attendees are requested to plan for their travel to and from the airport to the venue.

Transit: Skytrain and buses are available to commute to the hotel from the airport. The closest skytrain station to the venue is **Metrotown Skytrain station on the Expo line** (dark blue). Please refer to the maps below to see our suggested routes.

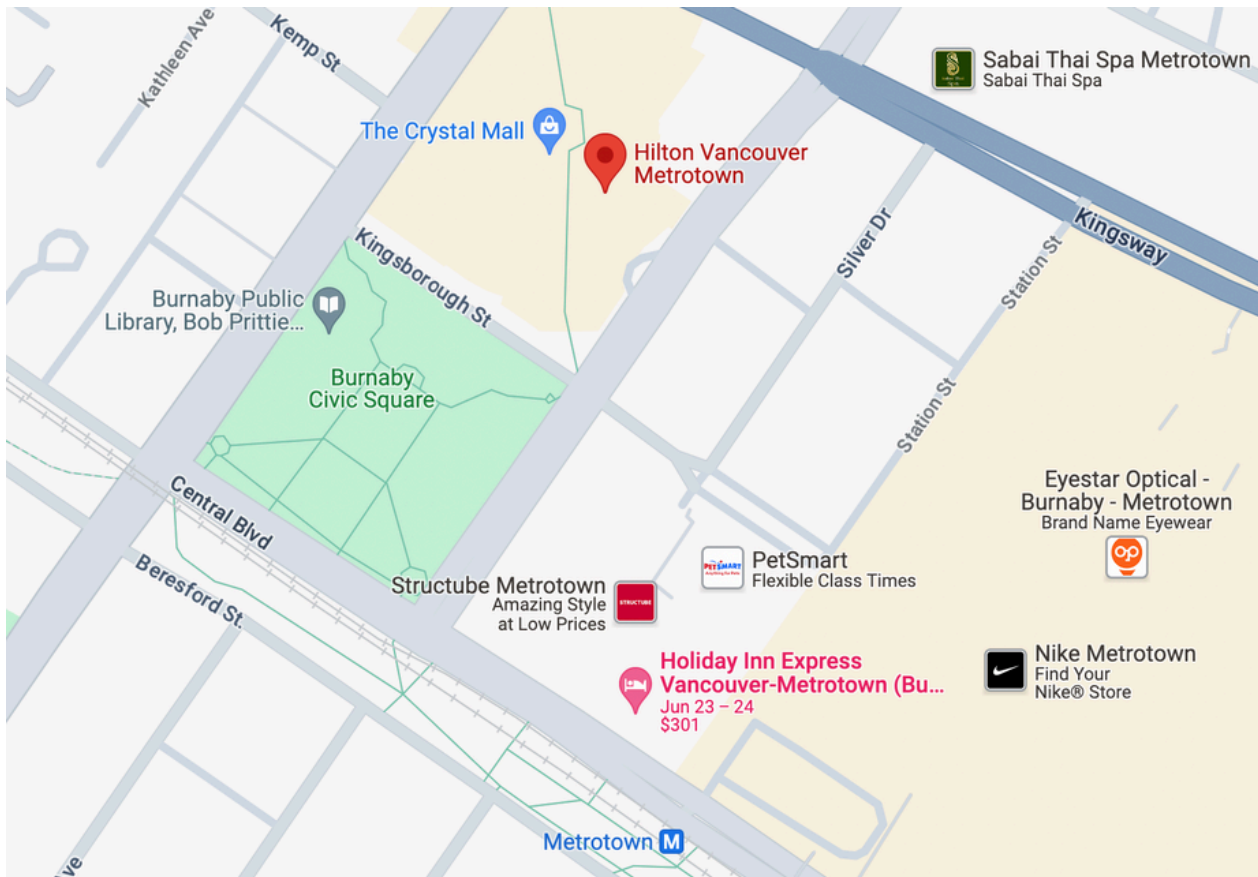
Parking: Complimentary parking for overnight guests is available. For day parking, the first 3 hours are complimentary as well. All other parking expenses can be reimbursed. Please provide your license plate details in the registration form below.

Travel/Cancellation Insurance: CPF does not have any travel coverage. If you wish to purchase travel insurance, you may do so at the time of your booking using your credit card.

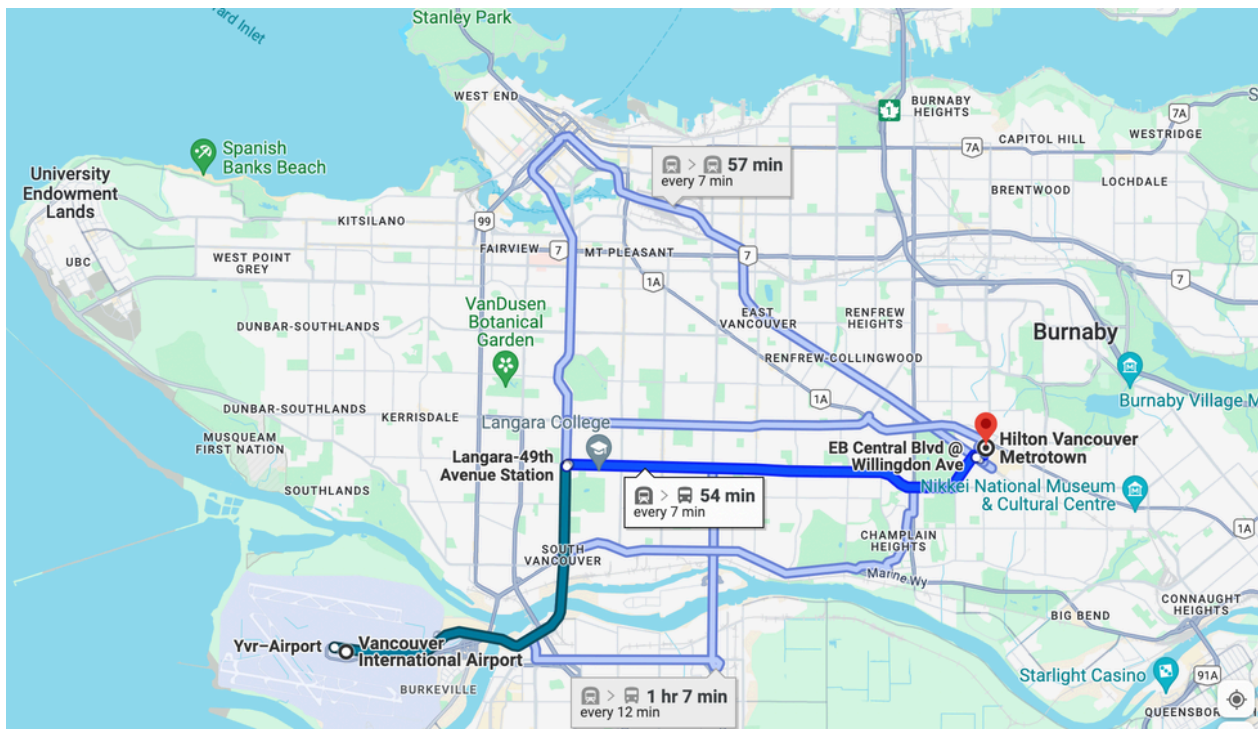
Travel to and from your home can be claimed on your Expense Claim Form as per CPF BC & Yukon standards. The form will be available on our website after the conference.

Please keep all receipts associated with travel for reimbursement.

Transit Routes



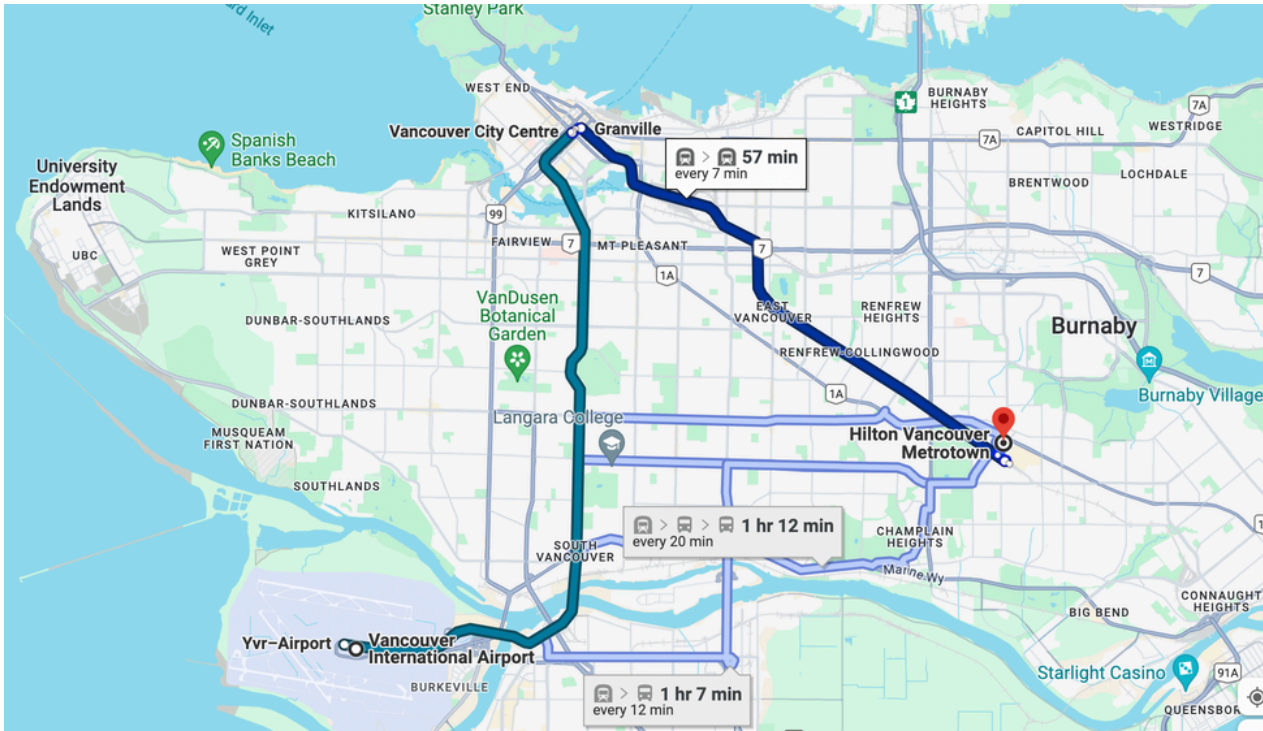
Hotel Address: Hilton Vancouver Metrotown, 6083 McKay Ave, Burnaby, BC V5H 2W7.



Route 1:

- From YVR Airport, take the **Canada Line** (turquoise) **skytrain** going towards **'Waterfront'**
- Get off at **'Langara 49th Ave Station'** and change to the **#49 bus** going towards **'Metrotown'**
- Get off at **'Willingdon Ave.'** The hotel is a 5 minute walk from here.

Transit Routes



Route 2:

- From YVR Airport, take the **Canada Line** (turquoise) skytrain going towards **'Waterfront'**
- Get off at **'Vancouver City Centre'** station. Change lines to the **'Granville'** station on the **Expo Line** (dark blue). This is a short 2 minute walk from here.
- Take the skytrain going towards **'King George'** or **'Production Way University.'** Get off at **'Metrotown'** station. The hotel is a 7 minute walk from here.



Yellow cabs, Ubers and Lyfts are also available at YVR Airport. Typically, it is a 25-40 minute ride that will cost up to \$40 CAD.

Accommodation

One (1) night's accommodation will be provided to the **sponsored delegate** at the Hilton Vancouver, Metrotown in Burnaby, BC. Please keep in mind that delegates from **outside the Lower Mainland** will be given priority for overnight accommodation. Those within the Lower Mainland are encouraged to commute to the conference venue.

Rooms are reserved for Friday night based on double occupancy. **If you wish to share a room with a specific person, please indicate their name on your Registration Form.** Otherwise, you will be assigned a roommate.

A second night's accommodation will be provided to sponsored delegates if return travel home is not available on the same day.

Individuals who request **single accommodations must pay the balance of the room charge, totalling \$110.** This additional amount must be paid through the registration form or by cheque at the event, along with your registration fee. You will be responsible for incidentals upon check-out.

Check-in time is 4pm and check-out time is at noon on the day of departure.

Payment: All chapter delegates will be required to pay the **\$100 registration fee** online or at the event. Cheques can be submitted at the registration desk which will be set up outside the meeting venues.

Per Diems: Overnight guests can claim an incidentals per diem for Friday night. Saturday dinner and incidentals per diem will be available to those who require a second night's accommodation due to travel restrictions. These and other reimbursements will be paid after the event.

Dietary Restrictions: Please indicate any special diet requests on your registration form.

Additional Accommodations & Arrangements: Please indicate if you will require additional accommodation before or after the conference. You may also indicate if you'll be arriving late or will have to leave early due to any prior commitments. We will do our best to make this a smooth experience for you!

Cancellations: The Chapter will be responsible for the cost of any cancellations after September 20th, 2024. If you do have to cancel, please contact us as soon as possible so another delegate may fill your spot.

Registration: Each delegate attending the conference is required to fill out the registration from below. Registrations at the venue will take place on:

Friday, October 25th, outside the Waterford Room at 5:30pm (drink tickets and name cards will be given here) and

Saturday, October 26th, outside the Waterford Room at 8am.

If you have any questions or concerns, please do not hesitate to contact **Vidhi Dawane**, our Communications & Events Coordinator at digital@cpf.bc.ca.

We look forward to seeing you there!

RSVP Now! Register here:

<https://form.jotform.com/241507199795268>



Chapter executives, CPF BCYK board and staff at our Annual Conference in 2023