**CANADA EMPLOYMENT AND IMMIGRATION UNION**

**NOTICE AND CALL-OUT FOR**

**ONTARIO SOUTHWEST CONFERENCE**

***DELEGATES & OBSERVERS MUST REGISTER BY***

***4 PM, FRIDAY OCTOBER 31, 2014***

**TO**

**Judi Goodfellow, Southwestern District Rep**

**AT**

**Judigoodfellow@hotmail.com**

The Southwest Conference will be held

Saturday, December 6 and Sunday December 7, 2014

**Quality Hotel & Suites**

**580 Bruin Blvd**

**Woodstock, ON**

Your local is encouraged to send a delegate to this event. In addition, observers are also encouraged to apply, however they are not funded by the event. EVERYONE must register by the deadline in order that appropriate arrangements can be made.

**CEIU Ontario will reimburse the following:**

1. Accommodations and taxes for one delegate per local. Delegates are responsible for reserving and guaranteeing their own rooms (do not contact the hotel directly until you have been notified).

2. Travel costs per CEIU Ontario travel policy (attached).

3. Applicable Per Diems and incidentals. Should any meal be provided by the

 conference organizers, the cost will be deducted from the expense claim.

4. Child/dependent care per policy which is available on request.

On-site childcare (if requested by deadline).

5. Wages will be paid, provided a signed leave form/shift work schedule/AWA schedule as applicable are submitted. Any leave outside the days of the conference will need to have prior-approval Judi Goodfellow, SW District Representative or Valerie Fargey, NVP responsible for Duty to Accommodate.

**When Should You Arrive?**

Delegates will arrive after work on Friday December 5, 2014 unless prior approval is received from the SW District Rep or Valerie Fargey, NVP responsible for Duty to Accommodate.

**When you receive verification of your delegate status you must contact the hotel to confirm your reservation with a credit card. If you DO NOT have a credit card, please contact Jacqueline Wheway-Bacon at jacquelineceiu@gmail.com so that we can make arrangements for you. Your credit card will not be charged unless you fail to attend the conference or charge any items to your room (eg meals, movies etc)**

**Please remember, this is a scent free and chocolate free event. REGISTRATION FORM FOR THE 2014 CEIU ONTARIO REPS’ CONFERENCE**

**DEADLINE FOR REGISTERING IS 4 pm Friday, October 31, 2014**

NAME: ……………………………………………………………………………...

ADDRESS: ……………………………………….…………………………………

POSTAL CODE ................................. LOCAL # ……………………….

TEL NUMBER (H) …………………………………. (W) ..…………….…………

 (C) …………………………………

HOME EMAIL ……………………………………………………………………….

LOCAL PRESIDENT SIGNATURE:….……………………………………………

I will attend as: Local Delegate ……………… Observer ………..

**Delegates and registered observers will be the only ones to receive packages.**

\*Each local is entitled to one fully funded representative. We encourage every local to participate …… please solicit interest among your membership.

\*The number of observers will be determined by available space.

**NEED AN ADVANCE??**

Members requesting an advance must do so by contacting Jacqueline Wheway-Bacon at Jacquelineceiu@gmail.com at least ONE MONTH PRIOR to the event.

**QUESTIONS??**

Contact Judi Goodfellow, SW Ontario District Rep at:

**Judigoodfellow@hotmail.com**

**Cell 519-365-1230ACCOMMODATION FOR YOUR DISABILITIES**

In order to meet your accommodation needs, we require you to complete the Accommodation Form if applicable. If your needs have changed, please contact Valerie Fargey, NVP responsible for Duty to Accommodate at **valceiu@sympatico.ca.** Your Accommodation form will be held in strict confidence.

The CEIU Ontario Accommodation Policy for participants at CEIU Conferences ensures that the needs of our members with disabilities are accommodated.

When **applying**, members are required to specify their accommodation needs.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you self-identify as a member with a disability?

  Yes

  No

If yes to the above question, what requirements do you have in order for you to participate in this conference? (You do not need to disclose your diagnosis)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You may be required to provide relevant medical documentation that will assist us in responding to your request.** This information will not be disclosed except where necessary to meet your accommodation needs.

**SPECIAL DIETARY REQUIREMENTS OR ALLERGIES**

1. Do you have any dietary requirements or any allergies that we should be aware of?

  Yes  No

2. If yes, please specify:

 Chemical sensitivity:

 Food restriction/allergy:

 Other:

**HOTEL ACCOMODATIONS**

A block of rooms has been booked at the Hotel. If selected as a delegate, which of the following would you require at the hotel?

 Wheelchair accessible room

 Room with only one bed

 Room with two beds

 Special cleaning requirements (Please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other (Please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If bringing your child(ren) and they require any accommodations as above please ensure a form is completed for their needs.

If you require a copy of the CEIU Ontario Duty to Accommodate Policy please contact valceiu@sympatico.ca and one will be sent to you electronically.

**CHILDCARE/DEPENDENT CARE FOR CEIU SOUTHWESTERN CONFERENCE**

The CEIU Ontario Child/ren Dependant Care Policy will apply for members with children.

If you request on on-site childcare and decide prior to coming that you WILL NOT be bringing your child/ren, YOU WILL BE CHARGED FOR ANY COSTS INCURRED. It is therefore IMPORTANT that you advise us of any cancellation at least 10 days in advance.

Delegate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be claiming reimbursement for family care provided at home?

Yes\_\_\_\_\_ No\_\_\_\_\_

Will you require on-site childcare? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes………….

Number of children \_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_ Gender\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_ Gender\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_ Gender\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_ Gender\_\_\_\_\_

Should you require a copy of the CEIU Ontario Childcare/Dependent Care policy please contact valceiu@sympatico.ca and one will be sent to you electronically.