



Innovation Systems Research Network

FINANCIAL & REGISTRATION GUIDELINES ISRN 11TH ANNUAL CONFERENCE (2009) – HALIFAX

Guidelines for: *Co-Applicants (CA)*
Domestic Collaborators (DC)
ISRN SPONSORED Student Presenters (SP)
ISRN SPONSORED (1 per study) Students or Post Doctoral Fellows (SPDF)

Note:

1. Co-Applicants please ensure your SPDF knows s/he is sponsored to attend and have received this document for their information.
2. We welcome the participation of as many students affiliated with the project as possible. See page 4 for registration information for [Investigator -Sponsored Registrations \(ISR\)](#).

REGISTER ONLINE BY March 10th

<http://webapp.mcis.utoronto.ca/EventDetails.aspx?eventid=7368>

E-REGISTRATION INFORMATION (including Halifax members) – Please READ BEFORE Registering

Your email address is your username for registration - if this is your FIRST online registration, please CAPITALIZE the first letters and SPELL OUT YOUR NAME IN FULL as that is what appears on your nametag.

Please DO NOT create another record if you have EVER attended an ISRN conference – your name and email address are in my database. Registration cannot be done on your behalf by others unless they register using your email address. If you do not recall your password, try ISRN or isrn (a password recommended in the past) or reset your password.

Choose Option A [Members only] when registering.

Out of town ISRN members will automatically be registered for hotel accommodations – arriving Tuesday, April 28, departing Friday, May 1 (book your return flight for 19:00h or after).

Exceptions are:

- 1) Where no outbound flights are available to your city on Friday after 19:00h. A departure scheduled for 19:00h allows adequate time to get to the airport at the close of the meeting. If no flight is available, you may stay over to catch a morning flight. Please see [eligible cities for layover on page 3](#).
- 2) RAC members/Management Committee Members are scheduled to meet on Saturday morning. Plan departure flight for 2pm or later on May 2nd.
- 3) Extra room nights – you may take advantage of the conference rate (\$159 plus taxes) and request additional room nights by email (after registration). Air flight maximums reimbursements still apply no matter what day you depart. Please specifying your departure date and name of person sharing if applicable. The hotel will bill you for the extra night(s) on departure. You may also contact them directly to extend your stay after rooming list has been confirmed (due week after registration deadline).
- 4) Please email if you do NOT plan to stay for all 3 nights. We are contracted for a specific number of hotel room nights and could be charged for unused rooms.



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Registration includes accommodation, all breakfasts, lunches and Thursday evening dinner, as well as all conference costs. Expenses for travel and a per diem for meals not provided are recovered as follows.

Eligible Expense Reimbursements For “A” Registrations [ISRN sponsored members]

An expense reimbursement form for out of town members will be included in the conference package. N/A to Halifax members.

TRANSFERS: To/From Airport, Train or Bus Depot Keep original receipts - note names on your receipt if paying for a group.

HOTEL ACCOMMODATION – DELTA BARRINGTON

Your room charge plus tax ONLY is covered and you are automatically booked into the Barrington upon registration. Personal expenses are to be paid on checkout. All students and post doctoral fellow registrants will share a double room. SPDFs, who will share a double room, may request a specific roommate by email. SPDFs may also email to request single accommodation – in that case, ISRN will pay for 50% of the cost of the room ONLY. You will be responsible for the balance on checkout. Checkout must be completed Friday morning prior to the members' meeting.

Delta Barrington (Accommodations only)

1875 Barrington Street, Halifax, Nova Scotia B3J 3L6

Tel: 902-429-7410/**Fax:** 902-420-6524

Toll-Free: 1-888-890-3222

Delta Halifax (Conference Hotel – Across the street from Delta Barrington)

1990 Barrington Street, Halifax **Tel:** 902-425-6700/**Fax:** 902-425-6214

Interactive Map Available Online

http://www.deltahotels.com/nova_scotia/halifax_hotels.html

Your hotel reservation is guaranteed for late arrival. The hotel has requested arrival times and to avoid room loss please email especially if you plan to arrive after 20:00h. Your late arrival will be tagged for the front desk.

All reservation numbers will be on file – if you need yours for any reason contact Deborah Huntley.

If you encounter problems on check-in – ask the front desk to telephone 647-209-6721. Last minute changes are unavoidable but please do your best to inform of any last minute changes in order to coordinate with the hotel (or call them directly to cancel your room).



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ELIGIBLE PER DIEM CLAIMS – no meal receipts are required

	Breakfast	Lunch	Dinner	Total Per Diem
Tuesday, April 28	NA	NA	\$27	\$27
Wednesday, April 29	Provided	Provided	\$27	\$27
Thursday, April 30	Provided	Provided	Provided	N/A
Friday, May 1	Provided	Provided	\$27	\$27

Total Claim for 3 day participation = \$81.00 for all members.

Total Claim for 3 day participation and flight out Saturday = \$92 (Breakfast allowance incl.)

No other claims for food will be accepted.

AIR AND LAND TRANSPORTATION ALLOWANCE

As per SSHRC guidelines, you are required to book economy travel. **Maximum travel allowances shown below are based on Air Canada Tango flights now available, including cost of seat choice and food voucher where available plus a small allowance for some flexibility on departure times.** SSHRC funds cannot subsidize air miles points so choose lowest fare please. If travelling by Via Rail use UofT Via Rail discount (5%) Code 710052 or seat sale (whichever is lowest). Travel allowance maximum below applies to all travel.

Original receipts/boarding passes and invoice showing travel cost are required for reimbursement. Those members **not traveling direct – stopping elsewhere to/from Halifax -** are asked to print online booking of best direct return ECONOMY cost for AUDIT purposes to include with your actual invoice/boarding pass documentation. Air cost reimbursement should not exceed guidelines below. Not providing this information may cause a delay in reimbursement of expenses. **Air travel expense reimbursement is not possible without proof of travel (boarding passes).**

MAXIMUM CLAIMS BY CITY [BOOK NOW TO TAKE ADVANTAGE OF LOW RATES]

- Vancouver/Calgary/Saskatoon \$850 – Saturday departure
- Toronto/Kingston/London \$500 – Friday departure possible
- Ottawa/Montreal/Québec City/Trois-Rivières \$500 – Friday departure possible
- Moncton \$450 – return Saturday
- Saint John \$500 – return Saturday
- St. John's \$350 – return Friday

Please note – to ensure rooms are booked for Friday evening, send details or a copy of your online travel confirmation to isrn.progris@utoronto.ca.



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INVESTIGATOR SPONSORED REGISTRATIONS - INFORMATION

To register additional student or post doctoral fellow participants (ISRs):

ISRs should go online and choose “Option C” when registering – please note the registration fee is \$150. On-line registration payment is by Visa or MC only.

The registration fee covers ISR participation in the three-day conference (with breakfast/lunch and Thursday evening dinner) and is less than cost-recovery, so is non-negotiable. Registration deadline is **March 10th**.

ISRs can book accommodation directly with the hotel, asking for the ISRN conference rate. Availability of these rooms is limited, however, and it would be best to book their single or shared-cost (50%) accommodation through me prior to March 10th. They will receive a bill from the hotel for reimbursement purposes. Travel expenses are to be covered by the investigator – ISRs are not eligible to claim any expenses. These arrangements should be agreed upon in advance by the investigator and their ISR. Please email arrival and departure dates and type of accommodation required if you would like us to handle this for you.

GUEST REGISTRATION INFORMATION

There are various options for GUEST registrations on-line. If you plan to invite anyone (other than those already proposed by our ATLANTIC members) please let us know in advance to ascertain whether we have enough space to accommodate them. We will send you an e-invitation providing useful registration information for you to pass on to your guest. On-line guest registrations may be made up to April 15 (if no conference room space remains, they will not be able to register online). Guests and Guest Speakers requiring accommodation will be given contact information and, hopefully, will be able to take advantage of the conference rate (depends on room availability).

MEETING INFORMATION

Go to the ISRN website to see regular updates to the agenda prior to the conference. The conference site also links to this document, members only itinerary, and guest registration information. The url is http://www.utoronto.ca/isrn/archived_news/index09.html

CONTACT INFORMATION

To provide additional information or for assistance, please email isrn.progris@utoronto.ca.

Or contact Deborah Huntley - Office Tel: 416.946.8933

During conference – Tel. 647.209.6721 or leave non-urgent messages on hotel voicemail.