

Innovation Systems Research Network
12th Annual Conference - May 5-7, 2010

FINANCIAL & REGISTRATION GUIDELINES

FOR GUEST SPEAKERS

REGISTRATION IS NOW OPEN – DEADLINE MARCH 10, 2010

How To Register

1. Click on <http://webapp.mcis.utoronto.ca/EventDetails.aspx?eventid=7780>
Your profile is already entered into the registration database. Your **username** is the *email address* to which this notice was sent and must be used to register on-line. Use the **password** *isrn12*.
- 2: **Choose one option** during registration:
 - A) **GUEST SPEAKER - Policy Day Only. (\$0)** Hotel accommodation will be arranged for your arrival on *Tuesday, May 4th* for out of town speakers. *If you do not require accommodation, please send a separate email to let us know.*
 - B) **GUEST SPEAKER - Policy Day Plus. (\$0)** Hotel accommodation will be charged to the ISRN account for one night only. If you are able to stay on and wish to take advantage of the ISRN Conference hotel rate, please send a separate *email advising your date of departure* *. You will be charged for additional nights at \$179, plus tax.

***NOTE:** To ensure hotel arrangements are accurate, please email your confirmed travel itinerary to isrn.progris@utoronto.ca

Conference Hotel

Renaissance Toronto Downtown Hotel

1 Blue Jays Way, Toronto, ON M5V 1J4
(416) 341-7100 Toll-free: 1 800 237 1512

<http://www.marriott.com/hotels/travel/yyzbr-renaissance-toronto-downtown-hotel/>

Expenses Covered

As we near the end of our research study, the budget is a major consideration. We appreciate your help by following these guidelines:

All conference costs including meals noted in the agenda, and accommodation **as noted above**, are arranged and paid for by ISRN. If you plan to stay on for the remainder of the Conference, you are automatically registered for Day 2 and Day 3 as our guest, including the ISRN dinner Thursday evening. However, we would appreciate if you would *please advise if you are unable to attend any portion of the meeting or the dinner and advise your return date (see 2B above)*.

***If you have any questions, require an accommodation or have any food allergies, please contact:
Deborah Huntley at isrn.progris@utoronto.ca***