



Innovation Systems Research Network

FINANCIAL & REGISTRATION GUIDELINES ISRN 12TH ANNUAL CONFERENCE (2010) – TORONTO

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

Please Note:

1. Co-Applicants please ensure your SPDF knows s/he is sponsored to attend and is forwarded this information in order register by the deadline.
2. We welcome the participation of as many students affiliated with the project as possible. See page 4 for registration information only for those Investigator -Sponsored Registrations (ISR).

REGISTRATION DEADLINE: March 10th

REGISTER AT: <http://webapp.mcis.utoronto.ca/EventDetails.aspx?eventid=7780>

PLEASE REVIEW BEFORE REGISTERING & BOOKING YOUR FLIGHT

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 when you register. This is the name that 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 the registration database. Registration cannot be completed on your behalf from an email address other than your own. If you do not recall your password, try ISRN or isrn (a password recommended in the past) or reset your password.

Choose Option: ISRN MEMBERS...\$0

Registration includes accommodation, all breakfasts, lunches and Thursday evening dinner, as well as all conference costs. Eligible expense reimbursements for “ISRN MEMBER” registrants:

ACCOMMODATION:

1. **Your room charge plus tax ONLY is covered and you will be asked for a credit card to cover additional charges upon check-in.**
2. Out of town ISRN members have been automatically registered at the hotel (see list at end of this document).
3. Shared student/pdf accommodation **must be confirmed a.s.a.p.** due to overbooking at the hotel – remember to forward this information for your project student or post doctoral fellow
4. **Arrival Date: Tuesday, May 4th Departure Date: Friday, May 7th** . There is no Saturday event. **See Appendix II for suggested flights at best price but book now.**
5. Book your return flight for 19:30h or later on Friday evening in order to attend the final ISRN members farewell reception. Please see page 3 and 4 for suggested flights. Air flight maximum reimbursements are noted there – please do not go more than \$50 over the maximum. Flights are very reasonable right NOW. If you prefer an alternate departure date and would like to me to book an additional night for you to stay in Toronto – please let me know a.s.a.p. so I can try to negotiate the conference rate for you.



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6. Students/PDFs wishing to share with a specific person, please arrange with them in advance and then send me a separate email request. Otherwise placement will be random.
7. Since your registration includes all conference expenses, email if you do NOT plan to stay, giving your itinerary. Otherwise we will be charged for unnecessary catering, unused rooms AND NO SHOWS.
8. Last minute emergencies happen – please call the hotel directly to cancel your room if you cannot come to the conference at the last minute or contact Deborah directly if you know sooner. Your online registration guarantees your accommodation and all catering costs for this event.
9. Check out is required on Friday morning prior to the final day’s meeting.

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/>

Your hotel reservation is guaranteed for late arrival. However, the hotel is overbooked so if you expect to arrive after 5pm, please email your itinerary so I can advise the hotel and avoid room loss by tagging your late arrival for the front desk.

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

ELIGIBLE PER DIEM CLAIMS – no meal receipts are required

| | Breakfast | Lunch | Dinner | Total Per Diem |
|------------------|-----------|----------|----------|----------------|
| Tuesday, May 4 | NA | NA | \$27 | \$27 |
| Wednesday, May 5 | Provided | Provided | \$27 | \$27 |
| Thursday, May 6 | Provided | Provided | Provided | N/A |
| Friday, May 7 | Provided | Provided | \$27 | \$27 |

Total Claim for 3 day participation = \$81.00 for all members that are at the conference May 4-7.

No other claims for food will be accepted.

AIR AND LAND TRANSPORTATION ALLOWANCE

As per SSHRC guidelines, you are required to book economy travel. Please use **maximum travel cost below + \$50** as your guideline for reimbursement. 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.

MAXIMUM CLAIMS BY CITY [BOOK NOW TO TAKE ADVANTAGE OF LOW RATES] SEE NEXT PAGE:



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[ONLINE BOOKINGS/BEST PRICES:](#)

St. John's – Air Canada – Return Flight \$354.78

| | | | | | | | | |
|-------|--|--|------------|-------|-----------------|-------|----------------------------|-------|
| AC699 | St Johns (YYT) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 19:45 | 21:40 | 3hr25 | <u>320</u> | Tango |
| AC698 | Toronto, Pearson Int'l (YYZ) Terminal 1 | St Johns (YYT) | Fri May-07 | 22:55 | 03:22 +1 day | 2hr57 | <u>319</u> | Tango |

Porter Airlines is around \$425 and would require Saturday departure

Halifax – Air Canada – Return Flight \$430.49

| | | | | | | | | | |
|-------|--|--|------------|-------|-----------------|---|-------|----------------------------|-------|
| AC619 | Halifax, Halifax Int'l (YHZ) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 18:25 | 19:48 | 0 | 2hr23 | <u>319</u> | Tango |
| AC626 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Halifax, Halifax Int'l (YHZ) | Fri May-07 | 22:55 | 01:56 +1 day | 0 | 2hr01 | <u>320</u> | Tango |

Porter Airlines is around \$420 and would require Saturday departure – A/C is a direct Flight

Quebec City – Porter Airlines \$307.35/Air Canada \$419.43 – Return Flight

| | | | | | | | | | |
|--------|--|--|------------|-------|-------|---|-------|----------------------------|-------|
| AC8923 | Quebec (YQB) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 17:50 | 19:20 | 0 | 1hr30 | <u>CRJ</u> | Tango |
| AC8926 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Quebec (YQB) | Fri May-07 | 20:55 | 22:18 | 0 | 1hr23 | <u>CRJ</u> | Tango |

NOTE: Book with PORTER AIRLINES by March 1 via website or travel agent 20% off using promo code BOOK2010.

Montreal – Air Canada – Return Flight \$334.78/Porter Airlines - \$335.57

| | | | | | | | | | |
|-------|--|--|------------|-------|-------|---|-------|----------------------------|-------|
| AC429 | Montreal, Trudeau (YUL) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 21:00 | 22:15 | 0 | 1hr15 | <u>320</u> | Tango |
| AC428 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Montreal, Trudeau (YUL) | Fri May-07 | 21:00 | 22:11 | 0 | 1hr11 | <u>320</u> | Tango |

NOTE: Book with PORTER AIRLINES by March 1 via website or travel agent 20% off using promo code BOOK2010.

Ottawa – Air Canada – Return Flight \$242.90/Porter Airlines - \$274.40

| | | | | | | | | | |
|-------|--|--|------------|-------|-------|---|-------|----------------------------|-------|
| AC467 | Ottawa, Ottawa Int'l (YOW) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 20:00 | 21:00 | 0 | 1hr00 | <u>320</u> | Tango |
| AC468 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Ottawa, Ottawa Int'l (YOW) | Fri May-07 | 21:10 | 22:10 | 0 | 1hr00 | <u>319</u> | Tango |

NOTE: Book with PORTER AIRLINES by March 1 via website or travel agent 20% off using promo code BOOK2010.

Kingston – Air Canada – Return Flight \$415.10

| | | | | | | | | | |
|--------|--|--|------------|-------|-------|---|-------|----------------------------|-------|
| AC7371 | Kingston (YGK) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 16:00 | 17:01 | 0 | 1hr01 | <u>BEH</u> | Tango |
| AC7374 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Kingston (YGK) | Fri May-07 | 22:55 | 23:47 | 0 | 0hr52 | <u>BEH</u> | Tango |

London – Air Canada – Return Flight \$345.80

| | | | | | | | | | |
|--------|--|--|------------|-------|-------|---|-------|----------------------------|-------|
| AC7720 | London (YXU) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 17:35 | 18:16 | 0 | 0hr41 | <u>DH1</u> | Tango |
| AC7723 | Toronto, Pearson Int'l (YYZ) Terminal 1 | London (YXU) | Fri May-07 | 21:25 | 22:08 | 0 | 0hr43 | <u>DH3</u> | Tango |

Saskatoon – Air Canada – Return Flight \$472.50

| | | | | | | | | | | |
|--------|-----------------|--|------------|-------|-------|---|-------|----------------------------|-------|---|
| AC1124 | Saskatoon (YXE) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 14:00 | 19:04 | 0 | 3hr04 | <u>E90</u> | Tango | F |
|--------|-----------------|--|------------|-------|-------|---|-------|----------------------------|-------|---|



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|--------|--|-----------------|------------|-------|-------|---|-------|------------|-------|---|
| AC1127 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Saskatoon (YXE) | Fri May-07 | 20:05 | 21:27 | 0 | 3hr22 | <u>E90</u> | Tango | F |
|--------|--|-----------------|------------|-------|-------|---|-------|------------|-------|---|

Calgary – Air Canada – Return Flight \$517.30

| | | | | | | | | | | |
|-------|--|--|------------|-------|-------|---|-------|------------|-------|---|
| AC128 | Calgary (YYC) | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 13:00 | 18:40 | 0 | 3hr40 | <u>320</u> | Tango | F |
| AC145 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Calgary (YYC) | Fri May-07 | 20:30 | 22:40 | 0 | 4hr10 | <u>319</u> | Tango | F |

Vancouver – Air Canada – Return Flight \$553

| | | | | | | | | | | |
|-------|--|--|------------|-------|-------|---|-------|------------|-------|---|
| AC142 | Vancouver, Vancouver Int'l (YVR) Terminal M | Toronto, Pearson Int'l (YYZ) Terminal 1 | Tue May-04 | 08:00 | 15:23 | 0 | 4hr23 | <u>320</u> | Tango | F |
| AC033 | Toronto, Pearson Int'l (YYZ) Terminal 1 | Vancouver, Vancouver Int'l (YVR) Terminal M | Fri May-07 | 20:30 | 22:20 | 0 | 4hr50 | <u>77L</u> | Tango | |

An expense reimbursement form for out of town members will be included in the conference package.

Original receipts/boarding passes and the invoice showing travel cost are required for reimbursement. Those members **not traveling direct – stopping elsewhere to/from Toronto** - 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).**

MEETING INFORMATION

Go to the ISRN website to see regular updates to the agenda prior to the conference.

DEADLINES: Any conference papers and all Powerpoint presentations should be emailed to Deborah Huntley by April 30th. Your cooperation is appreciated!

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

For additional information or for assistance, please email isrn.progris@utoronto.ca or contact Deborah Huntley - Office Tel: 416.946.8933



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INVESTIGATOR SPONSORED REGISTRATIONS - INFORMATION

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

ISRs should go online and choose ISRN Co-Applicant Sponsored Student (all events)

Please note the registration fee of **\$150** is payable upon registration so please arrange to provide payment to your student before s/he registers. 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 cannot book accommodation directly with the hotel so timely registration is imperative so that we can include them in the hotel accommodation at the conference hotel. Their shared-cost accommodation is 50% of the room rate (\$179) plus tax prior to March 10th. If you cannot arrange registration by March 10th, accommodation at the conference hotel may not be available and your ISR will have to find alternate accommodation (I will try to help if possible).

On checkout, your ISR will receive a receipt from the hotel for reimbursement purposes so they can claim accommodation and travel expenses from the investigator. ISRs are not eligible to claim any expenses from ISRN. These arrangements should be agreed upon in advance by the investigator and their ISR. (Call me if any questions/concerns.) Please email arrival and departure dates and type of accommodation required if you would like me to book accommodation for the students or PDFs you may sponsor.

NEW Students/PDFs (not copied above) should send an email with their program, status (i.e. PhD candidate, Masters, Post Doc, etc.), the name of their supervisor, etc. for our records.

MEETING INFORMATION

Go to the ISRN website for the agenda, a copy of this document, expense reimbursement forms, etc. <http://www.utoronto.ca/isrn> (from the news sidebar).

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