



# Innovation Systems Research Network

## **FINANCIAL & REGISTRATION GUIDELINES ISRN 12<sup>TH</sup> ANNUAL CONFERENCE 2010 Toronto, Ontario, Canada FOR RESEARCH ADVISORY COMMITTEE MEMBERS**

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### **REGISTRATION FOR CONFERENCE:**

*[Your on-line registration provides information required to book accommodation and make catering and dinner arrangements from May 5-7, 2010.]*

### **ON-LINE REGISTRATION – DEADLINE MARCH 10, 2010**

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

Choose option “**A: ISRN Members...**”.

Please plan to arrive on **Tuesday, May 4<sup>th</sup>** to participate in the three day meeting. There is no RAC meeting on Saturday. However, we are planning a final dinner for you for Friday evening, after the ISRN Farewell Reception, with the Management Committee to wrap things up.

If possible, please schedule your departure for Saturday, May 8<sup>th</sup> or Sunday, May 9<sup>th</sup>, whichever option is most economical.

### **HOTEL ACCOMMODATION & INFORMATION**

*Hotel Accommodation (room and room tax only) will be billed directly to ISRN.* Your accommodation will be booked for arrival Tuesday, May 4<sup>th</sup> and departure Saturday, May 8<sup>th</sup>. Please email your travel arrangements when completed so we can verify your arrival and departure dates with our room reservation list and make adjustments as needed. The hotel is overbooked early in the week so please let me know a.s.a.p. if you plan to arrive before Tuesday, May 4<sup>th</sup>.

If you are travelling with someone else and require a double room, please email his or her name for the room booking by March 15<sup>th</sup> when FINAL confirmations must be provided to the hotel.

### **Conference Hotel**

#### **Renaissance Toronto Downtown Hotel**

1 Blue Jays Way, Toronto, ON M5V 1J4 (416) 341-7100

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

[Note: Unfortunately the Blue Jays Baseball Team are playing out of town all week so there will be no baseball viewing from the hotel bar this year.]

### **IMPORTANT INFO NEXT PAGE**



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## **EXPENSE REIMBURSEMENT**

As we near the end of our research study, our budget is a major consideration. Hotel accommodation costs are billed directly to ISRN from Tuesday evening until your departure (Saturday or Sunday). We also arrange for all meals – breakfast, lunch and dinner *are included* for you on Wednesday, Thursday and Friday.

### **Airfare Claim**

As always, we very much appreciate when you book your return flight to take advantage of early booking savings, economy flights, and best possible prices.

Travel costs will be reimbursed with your **ORIGINAL BOARDING PASSES AND COPY OF YOUR E-TICKET/BILL SHOWING PRICE IN YOUR CURRENCY.**

[The **expense reimbursement** form has two currency columns – one for your currency, the other for Canadian dollars - please specify your currency for reimbursement in the non-CAD column or at the bottom of the claim form. Because of the nature of our grant, I am unable to process direct deposits. Please print your mailing address to ensure accuracy on my part.]

### **Transfers To/From Airport**

Claim on expense reimbursement - **original receipts required**. If we travel to dinner by taxi, please claim that trip should you pay for your group.

### **Per Diem – For meals not included**

RAC dinners are scheduled with the management committee on Wednesday and Friday evenings and the final ISRN members' dinner is on Thursday evening with everyone else. Please let us know if you do not plan to attend any of those events.

Per diem for Tuesday and Saturday is \$75 per day (\$150). Please claim \$200 if staying over on Sunday.

## **GENERAL INFORMATION**

The expense reimbursement form is attached to help you expedite your reimbursement request on your return home. This document and the expense reimbursement form is also linked to our registration page on the ISRN website. **Please keep all original taxi receipts, travel invoices and boarding passes.**

***If you have any questions, require an accommodation, or have any food allergies, please email details to Deborah at [isrn.progris@utoronto.ca](mailto:isrn.progris@utoronto.ca)***

[If you require assistance at any time during your stay in Toronto, please leave a message for me at the hotel or call me on my cell phone 647.209.6721). I will arrive at the hotel on the afternoon of Tuesday, May 4<sup>th</sup> and will check email regularly for last minute concerns. Looking forward to seeing you again! Deborah]