

CHIPS Clinical Co-ordinating Centre, University of British Columbia
Department of Obstetrics & Gynaecology
Room 2H30 - 4500 Oak Street
Vancouver, British Columbia, CANADA, V6H 3N1
Tel: 1 (604) 875-2959 • Fax: 1 (604) 875-3212
Email: chips@cw.bc.ca
Website: <http://www.utoronto.ca/cmcr/chips/>

**Please plan on joining us for the first
North American CHIPS Collaborators' Meeting
Thursday February 26th 2009**

**Delta Chelsea Hotel, Toronto (Downtown)
33 Gerrard Street West, Toronto Ontario, CANADA
<http://www.deltahotels.com/>**

We are pleased to extend an invitation to all North American CHIPS collaborators to our first meeting. We are also delighted to announce that our guest speaker for the meeting will be Dr. Baha Sibai, Professor and Chairman of the Department of Obstetrics and Gynecology at the University of Cincinnati College of Medicine, USA.

The meeting will include:

- On Wednesday evening, an informal Welcome Reception (with cash bar)
- On Thursday morning, a light breakfast followed by presentations about CHIPS, including how the Trial is organised and presentations on local organisation by site investigators who participated in the CHIPS Pilot Trial.
- On Thursday afternoon, guidance and helpful hints for successful local organization of the Trial, followed by our guest speaker, Professor Baha Sibai.

The information on the following pages includes:

- Details on the expenses we can support & how to plan your travel (page 2)
- Attendance Form (page 3)
- Hotel Information Form (page 4)
- Meal Information Form (page 5)
- Guest Payment Form (*if applicable*) (page 6)
- Restaurant suggestions around the Delta Chelsea (page 7)
- Airport Express Bus Information (page 8)



PLANNING YOUR TRAVEL

February is not that far off, so please arrange your travel now!

Upon becoming an active CHIPS centre, we will reimburse the following expenses:

By 'active', we mean that you have sent us both your local Research Ethics Board Approval Certificate, your signed Clinical Study Agreement (CSA) and you will have received a start-up package.

- We will reimburse the travel expenses for one investigator and one co-ordinator per active centre.
- We will cover the hotel stay during the meeting and meals that are provided as part of the meeting.
- If you have local funds that can cover another interested person's travel costs, we would be pleased to pay for their hotel stay during the meeting and meals that are provided as part of the meeting, so that as many of those involved in CHIPS can attend.

For reimbursement, please remember to submit your paperwork to the Clinical Co-ordinating Centre as soon as you become an active centre. In order to apply for reimbursement, we will need the ORIGINAL itemized and dated receipts (or in the case of electronic tickets, submission of a copy of the receipt is acceptable).

For this meeting, we ask that you arrange your own travel.

- Air:**
- We will reimburse an **economy airfare** booked **21 days in advance**
 - If you make other travel arrangements, the equivalent portion of your ticket will be reimbursed.
 - We ask that you book your own flight and that you try to get the most reasonably priced flight that you can.
 - In order to apply for reimbursement:
 - Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment).
 - Submission of **original boarding passes** is required.
- Airport Express:**
- We will reimburse the bus fare to and from the Delta Chelsea Hotel. Tickets for the bus can be purchased online ahead of time at: <http://www.torontoairportexpress.com/>
 - If you choose to take a taxi instead of the Airport Express, we will reimburse the equivalent bus fare (see <http://www.torontoairportexpress.com/> for current fares).
- Train:**
- We will cover economy train fare and a taxi to and from Union station.
- Car:**
- We will cover mileage at the standard University of British Columbia rate of 41 cents/km, as well as parking at the hotel.
- Tourism:**
- Information regarding tourist activities in city of Toronto and surrounding area can be found on the following webpage: <http://seetorontonow.com>

Accommodation:

- We will book your rooms at the Delta Chelsea Hotel Toronto (Downtown), and pay the charges for room and taxes for up to 2 nights (Wednesday February 25th and Thursday February 26th).
- Additional nights, additional charges for room service, mini bar, movies, etc will be at your own expense.
- If you wish to extend your stay at the Delta Chelsea, we can arrange this, but you must pay for the extra nights yourself. (The booking will be at current rates, and is dependent on availability.)

Please use the attached reply form to tell us who will be attending.

We look forward to seeing you in Toronto.



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PLEASE RETURN THIS FORM BY FAX or E-MAIL AS SOON AS POSSIBLE

Name: _____
(please print)

Centre: _____
(please print)

I **WILL** be able to attend the CHIPS meeting February 26th 2009

Please remember to complete and return the following forms **by: November 15th, 2008**

1. Hotel Information Form
2. Meal Information Form
3. Guest Payment Form (if applicable)

I **will NOT** be able to attend the CHIPS meeting February 26th 2009

Please return this form as soon as possible:

Fax:

1 (604) 875-3212

Email:

chips@cw.bc.ca

Mail:

CHIPS Clinical Co-ordinating Centre, University of British Columbia
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Questions?

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HOTEL INFORMATION FORM



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33 Gerrard Street West, Toronto Ontario, CANADA
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PLEASE RETURN THIS FORM BY FAX or E-MAIL BY NOVEMBER 15th 2008

Name: _____
(please print)

Centre: _____
(please print)

Hotel: Delta Chelsea Hotel, Toronto (Downtown), ON, CANADA

- I **WILL** require hotel accommodation at the Delta Chelsea (please specify nights)
- Wednesday February 25th, 2009
 - Thursday February 26th, 2009
 - Other nights (please specify): _____
- I will need a room for: single occupancy double occupancy
- I would prefer: 1 bed 2 beds

I will **NOT** require hotel accommodation at the Delta Chelsea

Please return this form by November 15th:

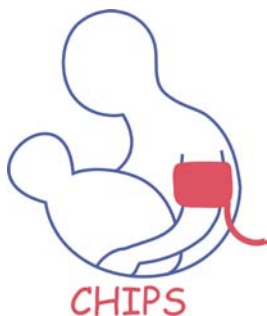
Fax:
1 (604) 875-3212

Email:
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Mail:
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MEAL INFORMATION FORM



North American CHIPS Collaborators' Meeting Thursday February 26th 2009

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PLEASE RETURN THIS FORM BY FAX or E-MAIL BY NOVEMBER 15th 2008

Name: _____
(please print)

Centre: _____
(please print)

1. Thursday Breakfast at the Delta Chelsea Hotel; February 26th, 2009, 0730 – 0830

I **will** attend the breakfast

→ My spouse/guest will also attend at a cost of \$24.00 Canadian (\$20.00 USD)

I **will NOT** attend the breakfast

2. Thursday Lunch at the Delta Chelsea Hotel; February 26th, 2009, 1200 – 1300

I **will** attend the lunch

→ My spouse/guest will also attend at a cost of \$49.00 Canadian (\$41.00 USD)

I **will NOT** attend the lunch

3. I have the following special dietary requirements: _____
We will do our best to accommodate dietary needs. (please print)

Please return this form by November 15th:

Fax:

1 (604) 875-3212

Email:

chips@cw.bc.ca

Mail:

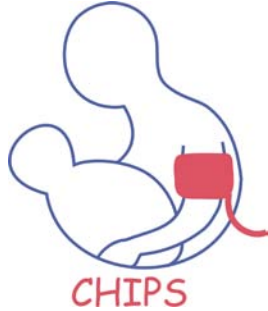
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GUEST PAYMENT FORM (IF APPLICABLE)



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**PLEASE RETURN THIS FORM WITH PAYMENT BY NOVEMBER 15th 2008
(If applicable)**

Name: _____
(please print)

Centre: _____
(please print)

Please use this form for payments of additional expenses. Please note that payment may ONLY be made by:

1. Cheque drawn on a Canadian bank
2. Money order or bank draft in Canadian dollars (CAD)
3. Money order or bank draft in US dollars (USD)

Cheques or drafts should be made payable to "University of British Columbia, 20R92416".

(We regret that we cannot accept credit cards.)

Activity	price in CAD	price in USD	# guests attending	Total
Spouse/guest to Thursday breakfast	\$24.00	\$20.00		
Spouse/guest to Thursday lunch	\$49.00	\$41.00		
GRAND TOTAL				

Please return this form by November 15th:

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LIST OF RESTAURANTS AROUND THE DELTA CHELSEA

For those of you who wish to eat out on Wednesday or Thursday evening, we have the following suggestions ...

- You can find an online list of restaurants around the Delta Chelsea on the following website:
<http://www.urbanspoon.com/ps/10/2073/Toronto/Hotels/Delta-Chelsea.html>
- The Delta Chelsea also recommends the following restaurants:

35 Elm (Italian Cuisine)

35 Elm Street, Toronto, On M5G 1H1
Tel: (416) 598-1766
Fax: (416) 598-2390
www.35elm.com

Oro restaurant (Contemporary Cuisine - Italian/European)

45 Elm Street
Tel: (416) 597-0155
Fax: (416) 597-2819
www.ororestaurant.com

Adega (Portuguese Cuisine)

33 Elm Street
Tel: (416) 977-4338
Avg price \$41 - \$50
Live Entertainment

Mochizuki restaurant (Japanese)

655 Bay Street (Bay and Dundas)
Tel: (416) 348-8884
Have a fish bar

Bangkok Garden (Thai Cuisine)

18 Elm Street
Tel: (416) 977-6748
Toll free: 1-877-279-3766
Fax: (416) 977-8280



AIRPORT EXPRESS BUS INFORMATION

Tickets for the airport express can be purchased online ahead of time at <http://www.torontoairportexpress.com/> It is helpful to have your flight information (date and time) available when you make the Airport Express online booking.

Some helpful notes from the Airport Express website (*current as of October 2008; please check website for updates*):

- Bus drivers CAN provide change and accept both U.S. and Canadian dollars; however, they do NOT accept credit cards or debit cards (however customer service representatives inside the airport can accept debit and credit cards).
- It is not necessary to make a reservation; the busses come by the listed stops automatically every 20 to 30 minutes (this includes the airport and the Delta Chelsea Hotel).
- Tickets are non-refundable, but can be used up to one year from date of purchase
- Roundtrip fare is \$29.95CAD; one-way fare is \$18.50CAD (save 10% if booking online).

Catching the bus at the airport:

- From Terminal 1: Bus departs from Posts B and E. Customer service locations at Arrivals Level (Outside Domestic Baggage Claim Area) and Arrivals Level International (located behind the “blue clock”)
- From Terminal 3: Located Curbside at Area # 25

Catching the bus from the Delta Chelsea Hotel (Downtown Toronto):

- Pick up on Gerrard Street

For more information, please contact Airport Express:

- Email: info@torontoairportexpress.com
- Phone: 1-800-387-6787 (toll free in Canada); 1-905-564-3232
- Web: <http://www.torontoairportexpress.com/>