

MEMORANDUM

Date: January 05, 2012
To: ESJ Chairs
From: Terry Price
Re: 2012 - ESJ Chairs Winter Workshop – **FEBRUARY 3RD & 4TH, 2012**

The ESJ Chairs Winter Workshop for Local Association ESJ Chairpersons is scheduled to take place on Friday, February 3rd and Saturday, February 4th – 9:00 a.m. to 3:30 p.m., at McMaster House. Please register online at www.mbteach.org up to, and including, **January 31st, 2012**.

Arrangements are as follows:

- 1) The Society will cover the expenses of one ESJ Chair or alternate of each Local Association.
- 2) Accommodation: Delegates requiring accommodation (as per the MTS guidelines) are requested to book their own rooms as soon as possible. The closest hotel to McMaster House is the **Holiday Inn Airport West** (885-4478) or (1-800-665-0352). Please present your MTS Membership Card upon check-in.

Delegates choosing to stay with friends or relatives may claim up to \$60.39 per day in lieu of hotel costs.

Please Note:

If you expect to arrive after 6:00 pm or are unable to attend because of unforeseen circumstances, please notify the hotel as soon as possible.

Delegates are expected to pay their own hotel bills, claim the amount on their expense vouchers, and they will be reimbursed the cost (within MTS Guidelines) along with their other expenses.

- 3) Associations may send an additional member, **at local association cost**.
- 4) **If you register and are unable to attend, please cancel prior to Monday, January 31st, 2012 otherwise expenses for meals will be charged to your Local Association.**
- 5) Lunch will be provided at the Seminar.

- 6) **Dependent Care**: (maximum of 2 days). Where out-of-pocket costs are incurred, claim actual expenses up to \$9.50 per hour to a maximum of \$76.00 per 24-hour day.

If travel arrangements necessitate more than two days, please explain and claim on your expense voucher.

We have organized the workshop to end at 3:30 p.m. to accommodate full attendance and to respect the need for travel and personal time.

The success of the workshop depends on your participation.