

MEMORANDUM

DATE: February 9, 2010

TO: Local Association PD Chairpersons
PD Regional Facilitators
PD Standing Committee
Local Association Presidents

FROM: Adam Grabowski, Chair, PD Standing Committee
Joan Zaretsky, Staff Officer

RE: PD Chairs' Winter Seminar – March 5-6, 2010

The Winter PD Seminar for Local Association PD Chairpersons is scheduled to take place on **Friday, March 5** and **Saturday, March 6, 2010 – 9:00 a.m. to 3:30 p.m.**, at the **Holiday Inn Airport West**, (2520 Portage Ave.) Winnipeg.

Please think about topics that you would like to explore with your PD colleagues in readiness for this session. Each session will have opportunities for discussion and we look forward to your sharing of local association stories, experiences, and successes.

Attached is the registration form which we ask you to **complete and return by Friday, February 26, 2010.** If you are unable to attend, please try and get someone else from your association to represent you.

Arrangements are as follows:

- 1) The Society will cover the expenses of one PD Chair of each Local Association.
- 2) **Accommodation:** Delegates requiring hotel accommodation are requested to **book their own rooms**, as soon as possible. The **Holiday Inn Airport West** phone number is: **(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.

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Please Note:

Accommodation and meals are paid in accordance with MTS guidelines. 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 your own hotel bills, claim the amount on your expense voucher, and be reimbursed the cost of accommodation along with your other expenses.

- 3) Associations may send the PD Co-chair or incoming PD Chair, **at local association cost.**
- 4) Advance registrations will only be accepted. Delegates **must register by Friday, February 26, 2010.** **If you register and are unable to attend, please cancel prior to Monday, March 1, 2010, otherwise expenses for meals will be charged to your Local Association.**
- 5) Lunch will be provided at the Seminar.
- 6) Seminar kits may be picked up at the registration table located outside the Riel Room, on the main floor.
- 7) Re. Dependent Care, where out-of-pocket costs are incurred for evenings and the weekend, claim actual expenses up to \$9.00 per hour to a maximum of \$72.00 per 24-hour day.

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

The success of the workshop depends on your participation.

Please return the registration form to:
Manto Caldis by fax: **831-0877** or **1-800-665-0584**
by: **Friday, February 26, 2010.**

JZ/mc

Att. Registration Form

cc: Provincial Executive

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