REGISTRATION AND PARTICIPATION GUIDE

REGISTRATION:

Your registration includes:
- One-night hotel stay in standard accommodations
- Meals, which will be provided at the venue
- Round trip travel to/from your home city in economy class (using the discount codes provided) or mileage reimbursement if traveling by car (please see details below)

Please see the travel guidelines for more information.

Can my spouse or companion accompany me?
Your spouse/companion is welcome to accompany you. Please note that their travel costs will not be reimbursed by the CMA.

ARRIVAL/ON-SITE LOGISTICS:

What time should I arrive?
The meeting starts at 8:00 am. If you cannot arrive by 8:30 am, please contact Renee Belanger at 613-293-3227.

Where do I register?
Upon arrival, please proceed to the registration desk to pick up your name tag. Attendees are required to wear their name tag at all times.

What time should I plan for my departure?
The meeting will end promptly at 4:30 pm. Please try to book your departure flight for after 6:30 pm.

What happens if I am ill and cannot attend the meeting?
In the unfortunate event that you become ill before the meeting and cannot attend, please inform Renée Belanger at renee.belanger@cma.ca

What should I wear to the forum?
The dress code for the forum is business casual.
MEETING DETAILS:
Where can I find program/agenda details?
The agenda will be emailed to you before the meeting date.

What are my roles and responsibilities?
To attend and actively participate in the forum.

Who will be in attendance?
We’re expecting close to 100 people to attend. Participants consist of CMA members from across your region, along with staff from the CMA and your local provincial or territorial medical association.

HOTEL AND MEALS:
Where do I make hotel reservations?
Please make your hotel reservation via the hotel link sent to you previously. (If you require the link, please contact yourvoice@cma.ca).

Will any additional costs be covered by the CMA, such as dry cleaning, in-room expenses, etc.?
No. Please see the travel guidelines for further details on what expenses are covered.

What if I want to stay on longer at the hotel?
The CMA covers the cost of your accommodation for one night (please see the travel guidelines for details and exceptions). If you wish to extend your stay, please make these arrangements with the hotel directly but note that you’ll be responsible for covering the cost of any additional nights.

Will my food costs be paid for by the CMA?
Meals on the day of the forum are provided as part of your registration. For meals during travel times, please see the travel guidelines for further information.

Will any of my travel costs be covered by the CMA?
The CMA will cover your travel costs (air, train or car); please book your travel as per the travel guidelines provided with your confirmation.

Please keep all receipts for reimbursement. You’ll be required to submit an expense claim following your attendance at the forum.

Travel guidelines:
The CMA will reimburse participants for expenses incurred for travel, meals and accommodations to attend the CMA Regional Member Forum.

Members are asked to travel by the most cost-effective means available.

Hotel
- Hotel costs will be reimbursed for a participant’s stay at the onsite hotel for the night before the forum for those travelling more than 60 km to attend.
- Please ensure you book your room early and use the conference rate.
- An additional hotel night will be reimbursed only for those who cannot reasonably return home on the day of the forum because of flight times and connections.

Travel by train
- Call VIA Rail Canada direct at 888-842-7245. You must quote the CMA corporate number 810248.
If booking online, it is very important that you create a VIA personal profile and include the CMA corporate discount number (810248). Without this number on your profile you will not receive the discount.

Travel by air

Air Canada is the preferred carrier and official airline for the Regional Member Forum. Use the promotion code provided with your confirmation. (If you require the code, please contact yourvoice@cma.ca).

No discount will apply to Tango bookings for travel within Canada or between Canada and the U.S.

Difficulty booking? Contact Air Canada at 888-247-2262 (option 4).

The CMA will reimburse seat selection for standard seat selection only. The CMA will not cover the cost of priority seating.

Travel by car

• For travel by car, participants will be reimbursed at a rate of $0.50 per kilometre. There is no additional reimbursement for gas on top of this amount. The amount to be reimbursed is not to exceed the cost of economy airfare.

Parking

• Parking costs at the forum venue will be reimbursed.
• For airport parking, you will be reimbursed for the maximum number of days you would be required to be away from home for direct travel to and from the forum.

Taxis

• Taxi, Uber or Lyft fares to and from the airport or train station will be reimbursed.

Meals

• All meals and snacks during the forum will be provided.

• The CMA will cover meal costs outside of the forum during travel time at the following per diem rate (plus taxes): breakfast $12; lunch $23; dinner $35; and incidentals $10. Travel times include the hour before your flight or train or during your commute by car up until the time you have returned to your city of residence. Please note that if you’re planning on arriving early or staying late for personal reasons, the CMA will only cover meals during the time you would normally be travelling if you were arriving directly before attending the forum and returning home immediately after.