

# Northern Constellations 2019 - Registration and Cancellation Policy

**Charter and Accommodation Reservation Deadline (space permitting):** April 12, 2019

**Registration Deadline (space permitting):** Monday April 29, 2019

**Registration on-site:** May 3 & 4 2019:

There will be no opportunity to register on-line after the deadline of Monday April 29, 2019 at 4 pm. However, registration MAY be available on-site if space permits, at the discretion of the NOSM CEPD Office. The conference is expected to reach capacity and we cannot guarantee that a spot will be available.

**Registration & Associated Travel Coverage for NOSM Faculty and NOSM Staff Workshop Presenters:** NOSM's Faculty Affairs/CEPD Unit will cover Northern Constellations 2019 registration, travel within Northern Ontario, and accommodations, as space permits, for faculty with active appointments and any NOSM staff presenting a workshop. All faculty, including presenters and staff presenters must register for the conference via the registration link.

Faculty and staff presenters must attend both days of the conference to be eligible for charter flights, ground transportation, and/or accommodation and will have the opportunity to request a seat on a Northern Constellations 2019 chartered plane on a first-come, first-serve basis during registration by providing a valid credit card number to hold their seat.

Physicians who have completed and submitted a complete faculty appointment application a minimum of six weeks prior to the conference (Mar 29, 2019) will be eligible for registration/travel/accommodation coverage.

Travel and accommodations will be allocated on a first come, first served basis, by the travel registration deadline of Friday April 12, 2019 or until maximum delegate spaces have been reached. As a result, we encourage you to please register as early as possible as we anticipate interest to exceed our allocated charter seats.

Mileage reimbursement is available for those residing within 300 km of Sudbury and for those who need to commute to a different community to catch a charter flight. We encourage car-pooling in an effort to contain costs and reduce carbon emissions. Local transportation to and from airports in communities where charters are scheduled will not be reimbursed.

A charter bus will be available for those who have flown on the chartered flights to travel between the Sudbury Airport and the Holliday Inn upon landing. Rental vehicles, taxi services, airport parking, meal expenses, and incidental fees are not eligible expenses for this event.

For your convenience, NOSM's travel reimbursement form and policy will be available at the conference. Please be advised that in order to receive reimbursement, all travel reimbursement forms and supporting documentation must be received by the CEPD Office no later than 90 days (Friday, July 2, 2019) following Northern Constellations 2019.

### **Charter Refund Policy for NOSM Faculty and NOSM Staff Presenters**

All NOSM Faculty and NOSM staff presenters requesting a seat on the NOSM charter flights will be required to commit to travelling both directions by charter during registration and must provide a valid credit card for a \$500 hold to secure a seat. Once the faculty member or staff presenter attend the conference, and travel via the charter in both directions, the hold on funds will be released from their credit card.

Should a faculty member or staff presenter need to cancel their charter seat, and the cancellation is received in writing by the CEPD office at [northernconstellations@nosm.ca](mailto:northernconstellations@nosm.ca) by April 12, 2019, a \$100.00 CAD charge will be applied to their credit card.

Should a faculty member or staff presenter need to cancel their charter seat, and the cancellation is received in writing by the CEPD office between April 12, 2019 and April 19, 2019, a charge of \$250.00 CAD will be applied to their credit card.

Should a faculty member or staff member cancel their charter seat after April 19, 2019 or does not travel to and from the conference via the charter, the full charge of \$500 will be applied to their credit card.

### **Registration for Educational Innovations Presenters:**

All educational innovations presenters (faculty/NOSM staff/NOSM learner and NON NOSM staff) must register for the conference via the registration link. NOSM Faculty Affairs/CEPD Unit will cover the registration costs for NOSM learners by including them in the allocated 10 medical students, 10 residents and 2 dietary intern courtesy registrations. NOSM staff and non NOSM staff are required to cover the cost of their conference registration along with any associated travel and accommodation costs.

### **Registration for NOSM Staff & Cancellation Policy**

The Northern Constellations 2019 registration fee for NOSM staff who are not co-presenting a workshop is \$165.00 (cost recovery for meals/meeting rooms).

In the event that a participant wishes to cancel their registration, refunds (less a \$50.00 CAD charge) will be issued if the cancellation of registration is provided in writing to the CEPD office at <mailto:northernconstellations@nosm.ca> before April 5, 2019. No refunds will be issued after that date for cancelled registration.

### **Registration for Non NOSM Faculty and Staff & Cancellation Policy**

The Northern Constellations 2019 registration fee for Non NOSM Faculty and staff is \$375.00.

In the event that a participant wishes to cancel their registration, refunds (less a \$100.00 CAD charge) will be issued if the cancellation of registration is provided in writing to the CEPD office at [northernconstellations@nosm.ca](mailto:northernconstellations@nosm.ca) before April 12, 2019. No refunds will be issued after that date for cancelled registration.