



September 30, 2016

**MEMO TO:** Trustees, Directors of Education, and Student Trustees  
— Catholic District School Boards

**CC:** Board Secretaries and Administrative Assistants  
— Catholic District School Boards

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **OCSTA Catholic Trustees' Seminar – January 13 & 14, 2017**

**ATTACHMENT:** Program

## OCSTA Catholic Trustees' Seminar – January 13 – 14, 2017

### *Reaching Out, Engaging Communities*

We are pleased to invite Trustees, Directors of Education, and Student Trustees of Ontario Catholic District School Boards to attend OCSTA's 2017 Catholic Trustees' Seminar, which will be held January 13 - 14 at the Hilton Mississauga Meadowvale (6750 Mississauga Road / Mississauga, ON L5N 2L3). This event offers the opportunity for OCSTA members to:

- **Explore** the unique partnerships that contribute to the distinctive strength of Catholic Education in Ontario;
- **Celebrate** Mass as a provincial community of Catholic school board leaders; and
- **Network** with trustee peers from across the province.

## Student Trustees

The Ministry of Education has kindly offered once again to provide financial support to help offset costs associated with student trustee registration for the event. Boards are encouraged to include student trustees in this very informative learning opportunity.

## Registration Information

**Early Bird Fee** (until December 2, 2016)

\$327.70 (\$290.00 + \$37.70 HST)

**Full payment must be received in the OCSTA office by this date.**

**Regular Fee** (after December 2, 2016)

\$367.25 (\$325.00 + \$42.25 HST)

**Student Trustee Fee**

\$226.00 (\$200.00 + \$26.00 HST)

**Spouse/Guest Dinner Ticket**

\$84.75 (\$75.00 + \$ 9.75 HST)

The delegate registration fee includes meals and admission to all sessions. Non-registrants attending Friday night's dinner must purchase a dinner ticket.

Registration may be completed online by clicking [here](#).

Please make cheques payable to:

OCSTA

Attention: Margaret Binns

1804 – 20 Eglinton Avenue West, Box 2064

Toronto, ON M4R 1K8

## CANCELLATION POLICY

### **Registration Fees:**

- **Until December 9, 2016** – full refund
- **December 10 to 16, 2016** – 50% of the registration fee will be charged.
- **After December 16, 2016** – no refund, under any circumstances, will be issued. Substitutions are welcomed.

### **Spouse/Guest Dinner Ticket:**

A full refund will be issued for cancellations received by **January 2, 2017**. No refunds, under any circumstances, will be issued after that date. Substitutions are welcomed.

All cancellations must be submitted to Camille Martin by email at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca) or by fax at 416-932-9459 within the specified timelines.

## HOTEL REGISTRATION

### **Room Rates:**

The Hilton Mississauga Meadowvale has set aside a block of rooms for delegates and guests attending the OCSTA 2016 Catholic Trustees' Seminar, starting at the discounted rate of **\$134.00 + applicable taxes**. Boards are asked to make room reservations directly with the hotel by calling 905-821-1981, or on-line at the following link:

<https://aws.passkey.com/e/14960595>

When booking, indicate to the hotel that the reservation is for an OCSTA delegate in order to secure the group discount rate.

To secure this rate, **rooms must be booked by December 24, 2016**. After this date the rate will be provided on the basis of availability.

If you require additional information, please contact Camille Martin at OCSTA at 416-932-9460, ext. 234 / [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca).

**If you have any special dietary needs (not preferences), please email Margaret Binns at [mbinns@ocsta.on.ca](mailto:mbinns@ocsta.on.ca), by no later than January 2, 2017.**