



PAN

Strengthening BC's collective action on HIV, hepatitis C, and harm reduction.

Weaving Strengths in HIV, hep C, STBBI and harm reduction

September 17 and 18, 2024

The traditional territory of the Syilx people of the Okanagan Nation, in what is often referred to as Vernon

Travel and Accommodation Guidelines:

Registration and Event Meals Sponsorship:

All invited attendees will be provided with free event registration, lunch on Sept. 17 and breakfast and lunch on Sept. 18. Dinners and other incidentals are the responsibility of individual attendees or their organizations. In exchange for this free registration all training participants agree to complete a post-event evaluation.

Travel and Accommodation Sponsorship:

Invited attendees will be provided with travel and accommodation support where required, but they will be negotiated on an individual basis.

If the invited attendee requires a flight to attend, PAN will arrange for your flight. You will be responsible for seat reservation fees, baggage fees, change fees and any other related costs. Due to recent trends in airline availability and fares, the details of participant itineraries will be determined by PAN.* PAN will also be making arrangements for a shuttle from the Kelowna airport to the hotel in Vernon, do not take taxis or ride sharing services unless directed to do so by PAN staff.

Rooms have been made available for accepted delegates at the Best Western Premier in Vernon, and PAN will make your booking. Please do not call the hotel directly. In light of COVID and other factors, all rooms are single occupancy. To ensure accommodation, you must submit the required accommodation information, via the online application form, at the time of submission.

Successful applicants will be eligible for one room night per day of training, unless you are not able to get back to your home community at the end of the session and in that case, we will provide an additional night of accommodation.

Cancellation, Changes and No-Show Policy:

All attendees are responsible for notifying the event registrar of any cancellations at least 5 business days in advance of their scheduled arrival (i.e., by Sept. 11, 2024) in order to avoid accommodation, and conference food and beverage, billing for non-attendance.

Registrar's contact information is available at the end of this page. In the event that a person does not arrive at the training hotel for this training (a no-show) PAN will invoice the invited attendee for accommodation costs (where applicable) and a registration fee to cover program, venue and meal costs.

Exceptions will apply in the event of illness, health-related and/or exceptional circumstances. It is the responsibility of the individual to inform PAN staff as to the reason for lateness or absence.

Expense and Reimbursement guidelines for people travelling by car:

Accepted applicants will be provided with travel support where required, but they will be negotiated on an individual basis.

Approved travel reimbursement could include:

- Mileage at \$0.57 per kilometer, but only to the equivalent cost of an economy fare flight from that community
- Ferry fares

Travel receipts will be required with your reimbursement submission. You will be provided with a reimbursement form at onsite registration and forms should be submitted to PAN.

Costs for cancelled or altered airfares will not be reimbursed.

Expense claims received after 14 days WILL NOT BE REIMBURSED.

** Please note: Due to recent trends in airline availability and fares, PAN will cover the cost of a flight up to \$600. In the unlikely circumstance that a flight exceeds \$600, PAN staff will contact participants to discuss booking options, potentially including a cost-sharing arrangement with participants or their organization.*

If you have further questions, please contact:

Stacy Leblanc, Event Registrar

Email: stacy@paninbc.ca