



RICK HANSEN FOUNDATION YOUTH LEADERSHIP SUMMIT (MAY 20-22, 2017, OTTAWA)

TRAVEL, ACCOMMODATION & MEALS POLICY

Rick Hansen Foundation (RHF), in partnership with Ellison Travel & Tours, will provide transportation and accommodation for the Delegates and Chaperones (accompanying legal guardian) of the RHF Youth Leadership Summit, based on the following guidelines:

TRANSPORTATION

1. Transportation to/from Ottawa

- RHF will provide travel from/to the closest regional airport or train station from the Delegate's home location
- It is the policy of the RHF to use the lowest fare available
- If the departure point is within 5 hours of Ottawa, transportation may be provided via train pending the schedule and fare
- Once booked, any fees associated with changes or cancellation from the airline or train booking will be the responsibility of the Delegate/Chaperone
- Flight/train selection by a Delegate/Chaperone will not be permitted unless the cost is at or below the lowest fare offered by Ellison Travel & Tours
- Coach or economy class will be used on all flight and train bookings
- Delegates/Chaperones may elect to upgrade travel class or change their ticket at any time if they personally pay the cost difference between the class fare on their ticket and the class fare desired and any applicable change fees to Ellison Travel and Tours
- Delegates/Chaperones may elect to pre-select their seat at the time of booking if they personally pay the cost difference
- Delegates/Chaperones must make special requests for accessible seating at time of initial registration
- Flight/train bookings include one personal item and one carry-on baggage per delegate. Checked baggage fees are not included. Delegates/Chaperones may elect to check baggage upon arrival at the airport/train station at their own expense
- Should Delegates/Chaperones choose to drive their own vehicle to the Summit, or arrive/depart before or after the conference dates, they are responsible for their parking fees and personal automobile mileage
- Delegates/Chaperones are responsible for any meals on board and during travel to/from the Summit.

2. Transportation to/from Ottawa Airport or Train Station

- Transfers to/from the airport or train station at point of departure are at the expense of the Delegate/Chaperone

- Upon arrival at the Ottawa airport or train station, Delegates/Chaperones will be met by a RHF representative, pending arrival time, and will be provided taxi vouchers to take a taxi to the accommodation venue, Carleton University
- Delegates/Chaperones choosing to transfer to Carleton University in a taxi without a voucher will be responsible for the cost of the taxi
- Coach shuttles will be provided for all conference events and will transfer Delegates/Chaperones directly following the closing of the Summit on Monday, May 22, 2017 at noon from the Museum of History to the airport/train station
- Delegates/Chaperones may elect to transfer to the airport/train station on Monday May 22, 2017 at a later time at their own expense
- Should Delegates/Chaperones choose to arrive/depart before or after the conference dates, they are responsible for their transportation to/from the airport or train station

ACCOMMODATION & MEALS

- RHF will provide accommodation for Delegates/Chaperones at the Residences of Carleton University on May 20 and May 21, 2017
- A Delegate and his/her Chaperone will be provided one double room, which consists of two single beds, and a washroom shared with the adjoining room. All bedrooms are air conditioned, furnished with two desks, chairs, a vanity and a sink, and include bed linen, a towel and face towel
- Delegates without chaperones (if 18 or 19 years old) will be provided one double room to share with another delegate of the same gender
- Single accommodation upgrades cannot be accommodated due to high occupancy over the Summit dates
- Delegates/Chaperones must request accessible accommodation at time of initial registration
- Delegates/Chaperones are responsible for any charges incurred at their accommodations, including telephone charges
- Complimentary Wi-Fi is available throughout the Residences at Carleton University
- Daily breakfast vouchers will be included and meals will be provided as per the conference schedule. Delegates/Chaperones are responsible for any meal expenses incurred outside of the meals provided
- Accommodation may be available at Carleton University for Delegates/Chaperones looking to arrive/depart outside of the Summit dates, May 20 -22, 2017, at their own cost. Please refer to Carleton University's booking website and contact directly for more information: <http://conferenceservices.carleton.ca/accommodations/individual-guests/>

TRAVEL INSURANCE

- We strongly recommend Trip Cancellation and Interruption Insurance, Comprehensive Assistance, Health Coverage, Individual Accident Coverage, and Baggage and Personal Effects Insurance. Further details, and the option to purchase Travel Insurance, will be available at time of registration