

**Annual Spring Meeting of Participants**  
**May 3 – 5, 2024**  
**Chelsea Hotel, Toronto**

**HOTEL AND TRAVEL INFORMATION**

For Funded Participants

**HOTEL ACCOMMODATIONS AND GUIDELINES**

The Canadian Cancer Trials Group has booked a block of rooms at the Chelsea Hotel, Toronto.

The hotel reservation link is for Participants receiving a CCTG Full-Funded, Partially-Funded or Special Thursday Workshop Funded Invitation. When the distance of travel to the Chelsea Hotel is less than 50km one way, a delegate may not claim accommodation unless pre-authorized.

Your room and tax will be paid directly to the Chelsea Hotel (Chelsea Room ONLY) for nights to attend the Annual Spring Meeting; these include: Thursday May 2<sup>nd</sup>, Friday May 3<sup>rd</sup> and Saturday May 4<sup>th</sup>.

Participants invited to Special Workshops (by invitation only) on Thursday, May 2<sup>nd</sup>, will receive accommodation for Wednesday May 1<sup>st</sup> and/or Thursday, May 2<sup>nd</sup>, if required to attend the Workshop. The number of nights CCTG will pay for room and tax directly to the Chelsea will be **indicated in your Invitation**. If you have questions about your accommodation allotment, please contact [meetings@ctg.queensu.ca](mailto:meetings@ctg.queensu.ca). *\*Please note in the link below, the check-in and check-out dates will automatically be set to Thursday, May 2<sup>nd</sup> and Sunday, May 5<sup>th</sup>. You will need to open the calendar icon and select Wednesday, May 1<sup>st</sup> as the check-in date and re-select a date for check-out.*

A credit card is required for booking your room and at the time of check-in (for any incidentals). If you book your reservation **after March 22<sup>nd</sup> and there is an increase in the room rate, reimbursement will be for \$162.00 ONLY** unless the original Invitation was sent after the deadline.

Cancellation: If you are unable to keep your reservation, please cancel your room 48 hours prior to 4pm EST on arrival day. **Participants will be responsible for reservations not cancelled.**

Other Hotel: Reimbursement for another hotel will depend on whether the Chelsea room block has been fully utilized as we cannot pay for empty rooms and pay for accommodation at other hotels. Participants must inform us in advance of the Spring Meeting if they plan to stay at another hotel to be eligible for reimbursement. If another hotel is approved, reimbursement will be given for \$162.00 rate/tax.

**CHELSEA HOTEL, TORONTO**

**33 Gerrard Street, Toronto, ON M5G 1Z4**

**ROOM BLOCK CLOSED**

**Check-in: 3:00PM**

**Check out: 11:00am**

## TRAVEL INFORMATION

Travel MUST be booked according to the Canadian Cancer Trials Group [Travel Reimbursement Policy](#) and within your [Travel Allotment](#). Please check the Overall Schedule of Events to book your travel according to your meeting invitation.

### Travel Allotment for a Funded Spring Meeting Invitation & Funded Special Thursday Workshop Invitation

#### How It Works!!

If you receive a Funded Invitation to Spring Meeting and you are funded for a Special Workshop, your travel allotment will be provided in your Funded Spring Meeting Invitation only; therefore, the travel allotment for your Funded Workshop Invitation will be \$0 as it has already been provided.

If you receive two funded invitations with a travel allotment in both, you can ONLY use one of the allotted amounts. They cannot be combined or transferred to another person e.g. travel allotment for Spring Meeting invitation is \$800 and travel allotment for a Special Thursday Workshop is \$800; therefore, your travel allotment will be \$800.

## Travel Agents and Discounts

**Maritime Travel:** [ctg@maritimetravel.ca](mailto:ctg@maritimetravel.ca)

If using the Canadian Cancer Trials Group travel agency, Maritime Travel, you will need to pay for your travel upfront and get reimbursed following the Annual Spring Meeting. Travel agent fees are part of your travel allotment.

If you are using your own travel agent or booking your own travel, you are welcome to use the promotional discounts for the following carriers. *These promotional codes are for use by conference attendees and organizers and are not for distribution.*

<b>Air Canada:</b>	Discount code: <b>PPEAVGM1</b> 5% off standard fares and 10% on flex fares and higher. To book a flight using the promotion code, access <a href="http://aircanada.com">aircanada.com</a> and enter your promotion code in the search panel.
<b>Porter:</b>	Discount code: <b>CCTG24</b> 10% discount on all available base fares for travel (with the exception of lowest class fare during a public seat sale). Please book online at <a href="https://www.flyporter.com/en-ca/?promocode=CCTG24">https://www.flyporter.com/en-ca/?promocode=CCTG24</a> or through your travel agent using the above promo code.
<b>WestJet:</b>	Discount Code: <b>3R6ZZOT</b> 5% off Econo* and 10% off EconoFlex and Premium fares for travel within Canada and 2% off Econo*, 5% off EconoFlex and 10% off Premium base fares for guests travelling Trans-border. Please visit <a href="http://www.westjet.com/conventions">www.westjet.com/conventions</a> to make a booking online.
<b>Via Rail:</b>	Discount code: <b>14518</b> 10% off the best available fare in Economy from all stations throughout the VIA system to Toronto, Ontario and return. "Subject to the conditions and restrictions of the fare plan". Discount does not apply in any Escape fares, but Escape may still be the most economical fare at the time of booking.