

Annual Spring Meeting of Participants

April 28 – 30, 2023

Chelsea Hotel, Toronto

HOTEL AND TRAVEL INFORMATION

Funded Participants

HOTEL ACCOMMODATIONS

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

Please book your own accommodation. Your room and tax will be paid directly to the Chelsea Hotel (Chelsea Room ONLY) for nights attending the Annual Spring Meeting Thursday April 27th, Friday April 28th and Saturday April 29th.

Accommodation for Wednesday, April 26th is covered by CCTG for Participants invited to Special Workshops or CCTG CLOSED meetings held Thursday, April 27th and are unable to travel same day. If you have any questions regarding this policy, please contact meetings@ctg.queensu.ca for approval before booking travel arrangements.

When distance of travel to the meeting site is less than 50km one way, a delegate may not claim accommodation unless pre-authorized.

A credit card is required for booking your room and at time of check in (for any incidentals). **If you book your reservation after March 31st and there is an increase in the room rate, funded participants will be reimbursed for \$160.00 ONLY** unless the original invitation was sent after the deadline. If you are unable to keep your reservation, please be sure to cancel the room 48 hours prior to 4pm EST arrival day. **Participants will be responsible for reservations not cancelled.**

Other Hotel: Should you choose to stay at another hotel, we may not be able to reimburse you for your accommodation. Reimbursement will depend on whether the room block has been fully utilized as we cannot pay for empty rooms and pay for accommodations 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 funding.

Please book your own accommodation by March 31st, 2023:

CHELSEA HOTEL, TORONTO

33 Gerrard Street, Toronto, ON M5G 1Z4

RESERVATIONS: Call or book online

On-line reservation link: [Reservation link](#)

Call: 1-416-595-1975 or 1-800-243-5732 – In-house reservations

Ask for: Canadian Cancer Trials Group Room Block 2023 or Res ID: CTG042623

Rate: ~~\$160.00 – Chelsea Room~~ **\$239.00**

check in time is 3:00pm

check out time is 11:00am

If you booked your room after April 18th, you may not be on our rooming list and therefore required to pay for your accommodations at the Chelsea Hotel. If this is the case, you can request reimbursement on the Expense Reimbursement Form.

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 two funded invitations:

If you receive two funded invitations with a travel allotment in both, you can ONLY use one of 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 Thursday Workshop is \$800 therefore, your travel allotment will be \$800.

Travel Agents and Discounts:

You are welcome to use 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.

Maritime Travel: ctg@maritimetravel.ca

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.

Air Canada:	Discount code: M76UNEQ1 5% off Standard Economy fares and 10% on standard flex fares. To book a flight using the promotion code, access aircanada.com and enter your promotion code in the search panel.
Porter:	Discount code: CCTG23 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 https://www.flyporter.com/en-ca/?promocode=CCTG23 or through your travel agent using the above promo code.
WestJet:	Discount Code: 9G5H3WP 5% off Econo* and 10% off EconoFlex for travel within Canada and 2% off Econo*, 5% off EconoFlex and 10% off Premium base fares for guests travelling Trans-border. Please visit www.westjet.com/conventions to make a booking online.
Via Rail:	Discount code: 14381 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.

These promotion codes are for use by conference attendees and organizers and are not for distribution.

If you have any questions, please contact: meetings@ctg.queensu.ca