

SAC Professional Development Conference 2024

Q&A

Q: I am not sure who will be the SAC Chair at my school next year. Can another SAC member register?

A: If the Chair is unable to attend, or you do not know who the Chair will be, another SAC member can register in their place. It is important that as many registrations as possible are received by June 30, 2024 to allow EECD to prepare for the event based on the number of expected attendees.

If you have questions, please contact Katelyn Hipson at katelynhipson@zed.ca

Q: I registered but am now unable to attend. How do I cancel my registration and register another SAC member from my school?

A: Please get in touch with Katelyn Hipson at katelynhipson@zed.ca to cancel your registration. Once cancelled, another SAC member from your school will be able to register.

Please note: You are responsible for cancelling any hotel accommodation you have booked (more information below).

Q: The principal is unable to attend the conference. Who else can attend?

A: If the principal is unavailable, another administrator, such as a vice-principal could attend in their place. However, if no administrators are available, the principal can delegate their registration to another SAC member.

Q: Does it matter which membership category the SAC Chair or delegate are from? For example, can two staff members attend?

A: One conference attendee from each school should be a parent or community member.

Q: We have more than one SAC member interested in attending, can we register more than just the SAC Chair and principal?

A: Given the number of schools in the province, we are only able to accommodate two representatives from each school. This is intended for the SAC Chair and principal, but as stated above, delegates may attend in their place if the Chair and principal are unable to attend.

If your SAC represents more than one school and you want to discuss options, please contact Katelyn Hipson at katelynhipson@zed.ca

Q: Am I eligible to be reimbursed for travel expenses such as mileage or a hotel?

A: Anyone travelling to the conference may submit travel expense claims for mileage and parking. If you are travelling from over 100km away, you are also eligible for one night of hotel accommodation on Thursday, September 26th. If you are travelling from over 300km away, you are eligible for an additional night of hotel accommodation on Friday, September 27th. Meal expenses will also be reimbursed (at per diem rates) for those with hotel accommodation.

All expenses are paid up front by the conference attendees (including parking and hotel).

All travel expense claims will be submitted directly to your Regional Centre for Education (RCE) or Conseil scolaire acadien provincial (CSAP).

Q: How do I book my hotel accommodation?

A: Blocks of hotel rooms have been reserved at several hotels in downtown Halifax. You will have to contact the hotel directly to reserve your room. **When you contact the hotel, ensure you let them know you are booking as part of the SAC Conference.** Options include:

| Hotel | Nights with Availability | Clickable Booking Link | Phone Number |
|----------------------|---------------------------------|---|---------------------|
| Hotel Halifax | Thursday and Friday | https://reservations.travelclick.com/108084?groupID=4272511 | 902.425.6700 |
| The Barrington Hotel | Thursday | https://reservations.travelclick.com/108025?groupID=4272517 | 902.429.7410 |

Rooms are booked on a first-come, first-served basis. If there are no rooms left in the block when you call one hotel, you will have to call another hotel where EECD has blocked

rooms. If you are unable to secure a room in any of the blocks at the hotels listed above, please contact Katelyn Hipson at katelynhipson@zed.ca

Please note: If you are no longer able to attend the SAC Conference, you are responsible to cancel any hotel accommodations you have booked. Expenses will not be reimbursed for those who do not attend the conference.

Q: How do I get reimbursed for travel expenses?

A: All travel expense claims will be submitted directly to your RCE or CSAP. Additional information about how to submit travel expense claims and other logistical information will be shared with participants in advance of the conference.