

General Synod 2010 – Travel Arrangements

General Synod is responsible for the cost of travel for members of General Synod.

Once your travel arrangements are in place, you will be able to register on line for General Synod.

Travel dates

Arrival – General Synod Registration begins at 1:00 PM on Wednesday, June 2nd and continues through Thursday, June 3rd. However, if you have been asked to sit on a Sessional Committee, plan to arrive at Synod in time for a committee meeting on the morning of Thursday the 3rd. All members are encouraged to participate in the Orientation Session from 2:00 – 4:00 P.M. on Tuesday afternoon.

Departure – General Synod will prorogue at noon on Friday, June 11th. Return travel should be scheduled no earlier than 5:00 PM on Friday the 11th or for Saturday, the 12th.

Ground Transportation to Saint Mary's University

The Local Arrangements Committee will provide transportation to Saint Mary's from the Halifax International Airport, the VIA Station and the Halifax Bus Terminal beginning on Wednesday, June 2nd with return drop off until Saturday, June 12th. If you travel prior to June 2nd or after June 12th, you will be responsible for arranging your own transportation and for the costs involved

Air/Train Travel – Members, it is important for you to note that General Synod will pay ONLY for air and train travel booked through UNIGLOBE Enterprise Travel Ltd. You will be responsible for travel costs if you book your flights independently.

Air Travel

Air travel to General Synod in Halifax will be booked taking advantage of Air Canada's Group Travel program wherever possible. The cost savings realized by utilizing group travel will ease the General Synod budget and traveling in groups will also facilitate ground transportation in Halifax. Group travel provides assigned seat numbers for all travelers. If you are departing from a city where group travel has been organized, you will be booked on the arranged flights unless there are extenuating circumstances. Flights to Halifax are limited, especially from Western Canada and securing space early is crucial. We appreciate your cooperation.

When group travel is booked with UNIGLOBE, the date, time and flight number will be confirmed, but the actual ticket will not be issued until closer to General Synod. This will provide the opportunity to take advantage of any further seat sales that may be offered between now and General Synod. Where group travel is not possible, flights will be booked as usual for individuals.

Flights for Group Travel

VANCOUVER

AC 184 Y 02JUN Vancouver Halifax 800A 710P 02JUN E 1 319 F
AC 617 Y 11JUN Halifax Toronto 400P 522P 11JUN E 0 E90 F
AC1167 Y 11JUN Toronto Vancouver 700P 905P 11JUN E 0 321 F

CALGARY

AC 168 Y 02JUN Calgary Ottawa 750A 143P 02JUN E 0 E90 F
AC 104 Y 02JUN Ottawa Halifax 230P 505P 02JUN E 0 E90 F
AC 679 Y 11JUN Halifax Ottawa 530P 617P 11JUN E 0 E90 F
AC 167 Y 11JUN Ottawa Calgary 710P 932P 11JUN E 0 E90

EDMONTON

AC 104 Y 02JUN Edmonton Halifax 755A 505P 02JUN E 1 E90 FF
AC 679 Y 11JUN Halifax Ottawa 530P 617P 11JUN E 0 E90 F
AC 143 Y 11JUN Ottawa Edmonton 755P1003P 11JUN E 0 E90 F

WINNIPEG

AC1102 Y 02JUN Winnipeg Montreal 745A1123A 02JUN E 0 E75 F
AC8774 Y 02JUN Montreal Halifax 1205P 230P 02JUN E 0 CRA
AC 669 Y 11JUN Halifax Montreal 635P 709P 11JUN E 0 E75 F
AC1103 Y 11JUN Montreal Winnipeg 900P1058P 11JUN E 0 E75 F

TORONTO

AC 614 Y 02JUN Toronto Halifax 430P 733P 02JUN E 0 320 F
AC 623 Y 11JUN Halifax Toronto 820P 940P 11JUN E 0 320 F

AC 616 Y 02JUN Toronto Halifax 530P 835P 02JUN E 0 319 F
AC 623 Y 11JUN Halifax Toronto 820P 940P 11JUN E 0 320 F

OTTAWA

AC 104 Y 02JUN Ottawa Halifax 230P 505P 02JUN E 0 E90 F
AC8607 Y 11JUN Halifax Ottawa. 715P 758P 11JUN E 0 CRJ

Add-on travel – If you wish to add on personal travel before or after Synod, *UNIGLOBE Enterprise Travel Ltd.* will be pleased to arrange this for you as well. You will be advised by *UNIGLOBE* of the cost over-and-above that which will be paid for by General Synod. General Synod will send an invoice for these additional charges to you after the meeting.

Spouses/Guests traveling with members – *UNIGLOBE Enterprise Travel Ltd.* will be pleased to make travel arrangements for spouses/guests accompanying members to Halifax. General Synod will pay for the members' expenses only. You will be asked to provide a credit

card to cover the charges for the spouse/guest. The same group rates negotiated for members will be extended to your spouses and guests.

Booking your travel to General Synod is easy

Please contact UNIGLOBE (email preferred) and provide them with the following information:

Name with Title (Mr./Ms.) - *As it appears on the Government Issued Photo ID that the passenger will travel with (specifying first and last name)*

Dates of departure and return

Time - Preferred time for departure and return

Frequent Flyer number - if any

E-mail address for traveller

Telephone number for traveller

Special needs if any

Full mailing address (*only if you do not have access to email and the ticket is to be mailed*).

Electronic Tickets

Airlines now only permit electronic tickets. These tickets will be issued by UNIGLOBE and e-mailed/faxed to you. In case you have no access to either e-mail or fax, a photocopy of the ticket will be mailed to you. In this case UNIGLOBE will need your full mailing address at the time you send in your request.

How to reach UNIGLOBE Enterprise Travel Ltd.

Telephone (outside Toronto, call toll free): 1-888-644-5623 Ext. 4113

Telephone (local): Lead - Brinda Banerjea - 416-216-0113

Back up -Leah Braniff – 416 216 0109

Business Hours Monday - Friday

8:30 A.M. – 5:30 P.M. EST

Fax: 416-363-2205

e-mail: synod@premieregroup.com

Address: up to March 31, 2010 UNIGLOBE Enterprise Travel
74 Richmond Street East, Suite 300
Toronto, ON M5C 1P1

After April 01 2010: 34 Britain Street
Toronto, ON M5A 1R6

When calling *UNIGLOBE Enterprise Travel Ltd.* please indicate that you are calling about General Synod travel. Brinda Banerjea has been assigned to the General Synod account; Leah Braniff will back her up for your bookings when Brinda is away. However, all *UNIGLOBE* agents are aware of General Synod, and will be able to assist you.

Have a safe and enjoyable trip.

Registration Deadline: March 5, 2010