



MEMO TO: All Branches, International Taoist Tai Chi Society

FROM: Karen Laughlin, President and Directors of the International Taoist Tai Chi Society,
Marsha Eberhardt, President and Directors of the Fung Loy Kok Institute of Taoism,
and
David Frame, President and Directors of the Taoist Tai Chi Society of Canada

SUBJECT: **Continuing Instructor Training Week and Awareness Day August 8–14, 2010**

Happy 40th Anniversary to all members! We hope by now that your plans for attendance at Continuing Instructor Training Week and Awareness Day are well under way. This is a unique year. The number of attendees at CIT Week and the Awareness Day surrounding events will present a wonderful opportunity to celebrate the 40th Anniversary.

STRUCTURE OF EVENTS AND ACCOMMODATION

All members coming to the International Centre for these events have an exceptional opportunity to learn about the culture of the *Taoist Tai Chi Society*™ with a focus on our collaborative training.

Although ample, gender divided, shared accommodation is available, due to the exceptional number of participants expected this year, we ask that as many members that can, please come equipped with tents, your own bedding and supplies. As well, people living within commuting distance are encouraged to sleep at home and offer billet if possible. If you require private accommodation or accommodation with your partner, you will need to make your own accommodation arrangements at your own expense in addition to the total workshop fee. Please contact the Centre if you need help in this matter.

Branch/location leaders please ensure all attendees are informed of the following procedures:

ATTENDANCE AT CIT WEEK

All members are welcome to attend this year's celebration of our 40th Anniversary,

REGISTERING FOR CIT WEEK – [Deadline July 15th](#)

All attendees must send to the International Centre an official **International Taoist Tai Chi Centre Reservation Form – CIT Week**. (See attachment or go to Website www.taoist.org to download the forms).

ATTENDANCE AT AWARENESS DAY for DELEGATES AND REPRESENTATIVES

Each country needs to send **one official delegate** to Awareness Day. The delegates participate in the Annual General Meeting and the Press Conference of the *International Taoist Tai Chi Society™*. The delegates will also attend the parade and ceremonies in Toronto. Delegates are advised to plan to stay in Canada for at least a week. If you wish to stay longer please make separate, formal arrangements with the Taoist Tai Chi Centre. The delegates also need to inform your Regional Councils of your intention to extend your stay.

The delegates are expected to be in attendance for the Press Conference. Please bring appropriate business attire to wear for the occasion (e.g. suit, dress, etc).

In some instances International groups might wish to send more than one member to Awareness Day. This practice is encouraged with the approval of the appropriate local boards and councils. These additional attendees are also **representatives** of the sponsoring group. However, these representatives will be **distinguished from the one official delegate** for your country. For efficient organization of the news conference, at the ceremonies, and the AGM there can be only one official delegate. Each country needs to send **the name of this delegate to Bernard Voyer and the International Centre** in advance of arrival in Canada:

Bernard Voyer: email: bvoyer@mink.net

5271 rue Saint-Hubert, Montreal, Quebec H2J 2Y4

and

International Centre email: reservation@taoist.org fax: (1-519) 941-4542

Fung Loy Kok Institute of Taoism, International Taoist Tai Chi Centre,
248305 - 5th Sideroad, RR #5, Orangeville, Ontario L9W 2Z2

REGISTERING FOR AWARENESS DAY

All member participants, delegates and representatives personally **must also send an official International Taoist Tai Chi Centre Reservation Form – CIT Week** for the duration of your stay. (See attachment or go to Website www.taoist.org to download the forms).

AWARENESS DAY SCHEDULED EVENTS

On Awareness Day there will be the traditional celebrations, demo, public lecture, and the parade through Toronto's Dundas Square; as well as lunch at Ohio Rd., Toronto's Regional Centre, and festivities at the International Centre.

All members coming to Canada to represent your country at the Awareness Day events have a special opportunity to learn about the Society. For example, in addition to the events of the weekend, the International Board has a meeting of all delegates and representatives during the week. Delegates are asked to come prepared with information about the Society in their country (e.g. the history, membership structure and current numbers, finances, plans, buildings, proposals etc). These local details and history are shared and discussed by everyone.

In the event that delegates and representatives have personal plans for extra travel or activity in Canada, **such activities typically take place before or after all scheduled TTCS events.**

TRAVEL ARRANGEMENTS

Please advise the International Centre of your intention to attend by including your complete travel details (airline, date and times of flights) on the official International Taoist Tai Chi Centre Reservation Form – CIT Week. Send whatever information you have by this time, even if it is partial, and update us as further details are arranged.

Cancellations should also be reported. Send this information to:

International Centre email: reservation@taoist.org fax: 1-519-941-4542
Fung Loy Kok Institute of Taoism, International Taoist Tai Chi Centre,
248305 -5th Sideroad, RR #5, Orangeville, Ontario L9W 2Z2

ARRIVAL AT TORONTO PEARSON AIRPORT

- **Procedure for Pickups from Pearson Airport: This year the mass pick-up days are on August 6th or 7th. On these two days only, all members are asked to find your way to Terminal 3, outside, Departures Level, Post #5, unless otherwise instructed by Centre Personnel. It is all travelers' responsibility to get to Terminal #3 departures level for your pickup.** We do our best to pick up everyone in a timely fashion.
- **For arrivals on any other day than August 6th or 7th, the pickup point at Terminal 1 is outside at the Arrivals Level, Area "F"; and at Terminal 3 is outside at the Arrivals Level, outer lane near post # 2.**
- Watch for a vehicle with a *Taoist Tai Chi*TM logo. It will be moving on the outer lane. Make eye contact with the driver and flag it down. Wait with other Tai Chiers if you see them. Please wear or carry something with a visible *Taoist Tai Chi*TM logo so that it will be easier for our drivers to find you. Please be patient. As long as you have given us your correct flight information, the Centre personnel will be able to track any changes to your arrival time. **Someone will pick you up. Do not leave the Airport.**
- **The Centre now has an 800 number. If you have any doubts or urgent concerns please call the centre at 1-877-585-8822 after you have retrieved your luggage for an update on your pick up time.**

FINANCIAL MATTERS

Members are expected to make a personal contribution for your trip. The local or regional councils may provide financial support for the plane fare and other expenses as needed by the individual and where appropriate. However, financial aid is never a right. Many members travel to Orangeville at their own expense in order to relieve the financial burden on others. When this

is not possible, often local and regional groups will provide some financial assistance to appropriately appointed members.

We ask that all members come to Orangeville with either Canadian or American cash, traveler's cheques or money orders as these are the only currencies for which we have accounts available. We also ask everyone to have their cash in small denominations – 10's, 20's, and 50's. We cannot exchange or accept other currencies. The only credit cards that we accept are Visa and MasterCard. We recommend you inform your bank before you leave home that you will be using your credit card for substantial purchases out of country during this time. This may ensure problem-free transactions.

ATTENDING OTHER WORKSHOPS and EVENTS

Members can also stay longer and register for these following workshops and events before and after CIT/AWD:

1. Health Recovery Week July 30th – August 5th :
Cost: CAD\$300 for Assistant Instructors; CAD\$500 for Participants,
2. All Souls Festival August 6th at Ohio Rd., the new Toronto Regional Centre, \$0
3. All Souls Festival August 15th at the Orangeville ITTC Centre, \$0
4. All Souls Festival August 20th – 22nd at D'Arcy St., Toronto, \$0
5. FLK Week August 16th – 20th: Cost CAD\$500
6. Summer Tai Chi Week August 23rd -27th: Cost CAD\$500
7. Seniors' Weekend August 28th -29th : Cost CAD\$120

All workshop costs include accommodation and meals. If interested in the general programs and events, please register with the International Centre (reservation@taoist.org). For the Health Recovery Week, please register with (healthrecovery@taoist.org). With the exception of Health Recovery participants, there will be no price reductions for attending these workshops/events. The national group sending a member may decide to offer financial support for attendance at these HR workshops or may apply to the appropriate board or council for support. Though support is available, it is not guaranteed and should not be perceived by the member as an entitlement.

PROPRIETY/PROTOCOL

In some ways we might all think of the Centre as a family home. From this perspective then, some hints about the way we relate to others as part of Mr. Moy's teaching might be helpful. We are not guests in this home, we are family.

At CIT Week and AWD, where possible, international members can approach International and Canadian Board members, introduce yourselves and bring greetings. When leaving, offer your thanks to the appropriate people as well. If you are not sure who these board members are, just ask.

As family members we need to recognize our responsibilities to do the tasks that need doing. Traditionally the tasks surrounding the events of the stay are accomplished by all the members.

Cleaning, cooking, tidying, setting up -- all the tasks of any home – are accomplished by all of us. This tradition is often called “eyes see, hands do”.

Make the most of any opportunities to observe the day to day administrative practices. Mr. Moy’s legacy is vast and reaches far beyond the specific Taoist arts that he taught us. Thinking of your experience at the Centre as the opportunity to learn about all aspects of life there will bring you in touch with “doing Tai Chi” in every part of your life. Learn how to chop vegetables, how to empty the garbage; how to scrub the floor. Watch to see how the Board does its business. Watch to see how the Centre is run and how the work gets accomplished. Meet the volunteers and ask them about their tasks.

This, and more, is all part of our continuing training and all of these activities are companions to the Tor Yu and Dan Yu and the Taoist sets that we learn. **Taking these traditions back to your local Branch will enrich what you have there.**

Be an ambassador for your particular country/region. Ask others about their area and educate others about yours. Be open to meeting other members and representatives of the Society. Friendship and harmony are important to ensure a strong Society. Observe what others do. Keep your eyes open and when in doubt ask. There is, for example, much interesting cultural exchange to be learned when it comes to eating food.

Enjoy yourself. We look forward to seeing you at the 40th Anniversary CIT Week and AWD!