

Guide to the International Taoist Tai Chi Centre Reservation Form

GENERAL

The reservation form must be completed by any person who plans to **stay overnight** at the International Taoist Tai Chi Centre (ITTCC). Children, spouses or friends who will also be staying overnight should each complete a separate reservation form. The form must be completed whether you are attending a **workshop**, staying overnight for a **special event**, such as a **banquet** or Awareness Day, or coming to **volunteer** for a period of time. It is only necessary to fill out one reservation form when you are planning a single stay at the ITTCC even if it includes multiple workshops, events, periods of volunteering, or combinations thereof. If you wish to volunteer for more than two weeks you must obtain prior recommendation from your Regional or National Management Committee and prior approval from the ITTCC Manager before submitting this form. Members may also stay overnight as a guest and again must complete the reservation form. The cost is \$20 for accommodation, \$5 for breakfast, \$7 for lunch, \$10 for dinner, or \$40 per day.

It is strongly recommended that persons travelling to the ITTCC from abroad ensure that they have sufficient traveller's medical and health insurance coverage for the duration of their stay in Canada.

The form should be sent directly to the ITTCC by mail, e-mail or fax at least two weeks prior to your planned arrival. Further advanced notice is appreciated especially for larger workshops and events such as Continuing Instructors in Training (CIT) Week, Central Region workshops, banquets and Awareness Day. Online reservations will be available in the future. The ITTCC staff will make every effort to reply to each e-mailed reservation. However, faxed reservations will not be acknowledged.

SECTIONS OF THE FORM

Personal Information:

- Date of birth: This information is used for statistical purposes and to assign appropriate accommodation.
- Address: The full address is required in order to issue a charitable tax donation receipt. The receipt will be issued for the donation portion of workshops only. This information is not required if there has been no changes to the address since the last reservation.
- Telephone: Phone numbers are needed in the event transportation arrangements change, or, if an event or workshop is rescheduled or cancelled.
- Emergency Contact: Please provide the phone number of a friend or family member that can be contacted should an emergency occur.

Purpose of Reservation:

- A member may wish to stay at the ITTCC for a period of time attending one or more workshops or events and/or volunteering during their stay. They need fill out only one reservation form listing the workshops they will be attending and/or the times they will be volunteering.

- If there is not enough room to list the workshops, events, or volunteering times please include a separate sheet.

Arrival and Departure:

- Please indicate the mode of travel even when you are simply travelling by car.
- It is important that you state the date and time of your arrival and departure. We use this information for meal planning and for determining the total cost of your stay. Note that there is an additional fee for days not attending a workshop or event or not spent volunteering at assigned tasks.
- Where possible, it is appreciated if your arrival or departure occurs not too late. That is, between 8am and 10pm.
- You must provide your airline and flight info when travelling by plane. When travelling by bus or train please indicate the train or bus number as well as the city of departure. Staff at the ITTCC will use this information to track any delays or changes in your travel so that they may better coordinate your pick-up or drop-off.
- Indicate whether you are requesting a pick-up and/or a drop-off.
- Donations to offset the cost of fuel etc. are appreciated and may be made at Reception.
- Please check in at Reception when you arrive at the ITTCC to get your accommodation and to pay for any workshop or event you are participating in.

Pick up Procedures for Members:

In all cases, you should claim your baggage first.

Toronto Pearson International Airport

1. Proceed OUTSIDE the Arrivals Levels at your terminal to the sidewalk allocated for general car pick ups. This is normally the second sidewalk away from the exit doors and is in the middle of the Arrivals roadway. Pickup drivers will not park and go inside the terminal.
2. Call the ITTCC directly or call collect at 519- 941-5981 to confirm your arrival.
3. DO NOT wait on the sidewalks allocated for buses, limousines or taxis which is normally the sidewalk closest to the exit doors
4. DO wait between posts 2-4 at Terminal 3 or at section A at Terminal 1.

Note that pick-up arrangements for CIT Week are different than for other workshops or events. For CIT Week there is a mass pick-up day. Unless otherwise arranged by ITTCC staff, this is the day before the start of the program at the T3 Departures Level, Post 5, across from the Sheraton Hotel.

Train Station

Wait patiently under the large blue VIA RAIL sign outside the station entrance on Front Street.

Bus Depot

Wait patiently at the corner of Elizabeth St. and Edward St.

In all cases, once you are at the area designated above, watch vigilantly for the ITTCC vehicle which will be displaying a *Taoist Tai Chi*™ logo. Wear a visible *Taoist Tai Chi*™ logo yourself in order to make identification easier for the driver. Wait patiently for your pick-up. ITTCC personnel will track changes in flight arrival times and make the necessary adjustments to pick-up times.

If you have concerns about your pick-up please contact the ITTCC at 519-941-5981. Please do not make arrangements on your own such as hiring a taxi. The ITTCC is approximately 45 minutes to one hour travel by taxi and will cost you a lot of money.

Accommodation:

- “Room” means a meditation suite or a room located in the health recovery building, including the health recovery wing, the south wing and the dormitory, or the farmhouse.
- Rooms are assigned according to need and on a first-come basis.
- Explain any specific requirements you may have due to health reasons on the reservation form. However, we ask that special consideration only be requested if you are senior or if you have a significant health problem.
- Private rooms for individuals with health problems are only available during health recovery weeks.
- Shared accommodation for married couples may not be available during larger workshops and events.
- “Other” may include camping in a tent or in a RV or mobile home on the property, staying at friends, staying at a nearby hotel, etc. Please specify. If you know the phone number where you are staying, please indicate it to us so that you may be contacted in an emergency.
- Members who are not participating in a program or event nor volunteering may stay overnight for a fee of \$20.

Meals:

- “Regular” means Chinese plated dishes at lunch and dinner. Breakfasts are made by program volunteers and usually include hot and cold breakfast items.
- Separate “Vegetarian” dishes are prepared only when members indicate on their form that they are vegetarians. Please also indicate if you are vegan.
- “Special diet” includes barbequed or stewed meat which contains no spices, and plain steamed vegetables.
- The ITTCC **cannot ensure a nut free environment** – peanut butter is always available in the dining room.
- Since there is always a possibility of cross-contamination between utensils in the kitchen and dining room environment, be advised that if you have severe allergies you should choose the “special” diet.
- The fees for meals, when not participating in a program or event or when not volunteering, are: breakfast \$5, lunch \$7, dinner \$10.

ITTCC CONTACT INFORMATION

For information and reservation for programs and events at the ITTCC:

Phone: 519-941-5981

Fax: 519-941-4542

E-mail: reservation@taoist.org

Web: www.taoist.org

For information and reservation for Health Recovery Programs

Phone: 519-941-7991

Fax: 519-941-4542

Email: healthrecovery@taoist.org

For all other inquiries:

Phone: 519-941-5981

E-mail: centre.admin@taoist.org

Mail: International Taoist Tai Chi Centre
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