

January 10, 2010

RE: OSTA-AECO Conference Supervision

To whom it may concern,

The Alumni Network of OSTA-AECO is committed to help facilitate a safe and productive atmosphere at all OSTA-AECO events. As such, Alumni Network board members volunteer their time to supervise each conference.

Starting with the 2010 board council conferences, a new practice will be implemented which will be the standard for all future events. Please take a few moments to review the information below, detailing the manner in which we will be providing supervision.

Daytime Conference Supervision

- A minimum of one alumni supervisor will be present during the daytime for the duration of the conference.
- A minimum of two alumni supervisors will be accessible via mobile during the daytime for the duration of the conference.

Evening Conference Supervision

- Two alumni supervisors will be present and accessible in the hotel between 22:00hrs and 07:00hrs. All delegates will be given the supervisors' mobile contact information prior to the conference in case of emergency.
- All conference delegates are required to checkin with designated supervisors between 22:00hrs to 00:00hrs to confirm their presence in the hotel for the rest of the night. Delegates will be required to provide their signature on the signin sheet.
- The checkin will take place at the hotel room of an on duty supervisor, where a supervisor of both sexes will be present. Delegates will be informed in advance of the exact room number.
- The following sequence will be followed until a delegate is contacted should they not be signed in by 00:00hrs
 1. Supervisor will call the delegate's hotel room
 2. Supervisor will call the delegate's mobile phone
 3. Supervisor will check the delegate's hotel room
 4. Emergency contact of the delegate will be notified

Any delegate who fails to abide by OSTA-AECO's code of conduct, or who fails to checkin each night with the on duty supervisor, will no longer be welcome to attend OSTA-AECO events. In such a case a letter will be sent to the offending delegate's board detailing the violation.

The board members volunteering for the OSTA-AECO Board Council Conferences – February 19th to 21st 2010 – Westin Hotel, Ottawa are as follows:

Melissa Ann Retty, Chairperson
email: rettyma@gmail.com
Mobile: 416-270-8195

Peter Wightman, Vice Chairperson
email: wightmanp@gmail.com
Mobile: 613-304-5728

Benjamin Martin, Secretary to the Board
email: benjamin.b.martin@gmail.com
Mobile: 613-324-9376

Peter Debrone, Treasurer
email: peter.debrone@utoronto.ca
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Should you have any further questions please do not hesitate to contact me.

Sincerely yours,



Melissa Ann Retty BAH
Chairperson, Alumni Network

