

8th Annual Conference, November 6-10, 2016 Victoria, British Columbia, Canada



TRAVEL ARRANGEMENTS

Please return the **TYPED** completed form to the CPA Secretariat Monday 29th August 2016

Email: <u>arlene@cpahq.org</u> or fax (+44) 20-7222-6073

ARRIVAL DETAILS

Please be aware that once you provide your travel details, you will be met at the VICTORIA INTERNATIONAL AIRPORT (YYJ) – BRITISH COLUMBIA, CANADA

Please note that Victoria International Airport (YYJ) is located on Vancouver Island in southwestern British Columbia, Canada – which is NOT in close proximity to the Vancouver International Airport.

Please also be advised that check-in at Harbour Towers Hotel and Suites will start from 4:00pm on Sunday 6th November 2016. We require advance notice for early check-ins. If you do not provide advance warning of early arrival it is unlikely you will be able to check into your room before the official check in time.

| Branch: | |
|---|--|
| Name of Participant: | |
| Departure Airport: | |
| Arrival date: | |
| Flight arrival time: | |
| Flight number: | |
| Arrival time at VICTORIA INTERNATIONAL AIRPORT (YYJ): | |

Please note that transport from and to Victoria International Airport will be provided by the Legislative Assembly of British Columbia



DEPARTURE DETAILS

Please be aware that check out is at 11:00am on the morning of Thursday 10 November. Luggage storage is available at the hotel.

| Departure date from VICTORIA INTERNATIONAL AIRPORT: | |
|--|--|
| Airport check in: (90 mins before domestic flights; 2 hours before international flights): | |
| Flight departure time: | |
| Flight number: | |