

Meeting Logistics

Hotel Parking Notice

- Guest **staying at the hotel** will need to register their plate at Check-in.
- Delegates and guest **NOT staying** at the hotel will need to register DAILY via a QR code outside of the event space.

Notice to Funded Delegates

Funded delegates will have received instructions from the office regarding their accommodations.

Mileage, parking, and meals can be claimed using the Softball BC Expense Form. Note that receipts are required for meals and parking. You must be in full attendance at the entire meeting(s) to receive reimbursement. Softball BC Expense Form:

<https://form.jotform.com/230256564875262>.

- Mileage - Reimbursement of mileage only applies to the funded delegates that reside 75 kilometers from the Congress site.
- Meals - Softball BC will reimburse guests for meals they incur on Friday in transit to the Congress, breakfast on Saturday and Sunday, and meals taken during transit home on Sunday. You will receive one complimentary ticket for lunch and dinner on Saturday. The maximum amount payable for meals (must have a receipt) is Breakfast is \$12.50, Lunch is \$25.00, and Dinner is \$37.50.

Delegates Check-In

Delegates can pick up their registration package and gift in the foyer from 5:30 pm to 6:45 pm on Friday night. Registration will reopen on Saturday from 7:30 am to 8:45 am.