

Learn with LiRN 2024

FAQs

Registration is now open! This year's theme is **Mentoring: Connection, Collaboration & Community**, highlighting the great sense of community in the network. The conference will feature a **mentoring circle**, giving long-time and new staff a chance to learn from each other! **Programme details and more are available on our wiki.**

Table of Contents

Where will the Conference take place?	2
Who can attend?	2
How do I attend remotely?	2
How do I get time off for the Conference?	2
When do I need to book my hotel room?	3
When will registration open?	3
What if I registered but can no longer attend?	3
What should I wear?	3
Is there a Registration Desk?	3
I want to be a mentor / mentee!	3
Will photos be taken?	4
Will there be water on the tables?	4
What's Toronto weather like in November?	4
Do you have a map of the area around the Conference?	4
What expenses are covered?	5
How do I claim expenses?	6
How do I fill out the Expense Form?	6

Other questions?	8
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Where will the Conference take place?

This year the conference is being held at the newly renovated **Hilton Toronto**, located centrally at **145 Richmond St. West. Hilton Toronto: 416-869-3456**

Booking Link: <https://book.passkey.com/go/LiRNAnnualConference2024>

Conference Rate is \$ 329 / night plus taxes.

Please note that **wifi is available** at the hotel and conference at no extra cost!

Who can attend?

All courthouse library staff are encouraged to attend the conference either remotely or in person.

LiRN will cover costs for one staff member from each association. Please see below for more information on what expenses are covered. Additional staff members may attend virtually or at their employer's expense.

How do I attend remotely?

The conference will be hybrid for those who wish to participate remotely. The link will be provided on the Conference Agenda and in the calendar invite that is sent for the conference.

Please contact our admin@lirn.ca before the conference if you cannot locate the Zoom link.

If possible, please consider attending in person to take advantage of the opportunity to get to know your colleagues better! However, Zoom is a great option if you are unable to do so.

If you are feeling unwell, please do not attend in-person and, if you are well enough, attend via Zoom instead. Thank you for your consideration of your colleagues!

How do I get time off for the Conference?

Please discuss time off for travelling to and attending the Conference with your employer. Generally, employees do not need to use vacation days to attend professional development conferences as it is part of your work.

Please note that you may need to book part or all of Wednesday off for travel time to attend the conference.

Learn with LiRN Conference FAQs

Check with your association with regard to travel time and time in lieu if this exceeds your weekly hours.

LiRN will communicate with Association Presidents to ensure they are aware of the conference and timing.

When do I need to book my hotel room?

As soon as you are able to confirm your attendance! The Hotel deadline for our GROUP RATE for the hotel room reservation is **Oct. 7, 2024**. Please CANCEL by that date if you cannot attend.

When will registration open?

Registration is [open now!](#)

What if I registered but can no longer attend?

As soon as you know that you need to cancel:

- Contact the Hilton to cancel your accommodations: 416-869-3456
- Contact LiRN so we can cancel your meals and make other adjustments

What should I wear?

Conference attire is business casual.

Is there a Registration Desk?

There will be a Registration Desk with name tags for everyone. Please pick up your name tag on the first morning of the conference and attach with the included clip (although you **may wish BYOL – Bring Your Own Lanyard** to hang your name tag from!).

I want to be a mentor / mentee!

Please consider mentoring to a colleague or being mentored! We think you will find it rewarding and mutually beneficial ... and you might be surprised at how often the mentor learns from mentees, who have new ideas, perspectives and tools to share!

Sign up as a mentor or mentee on the [Conference Registration Form](#), where you can also suggest questions for the mentoring circle to address! If inspiration strikes you later, no worries, just drop [Jacquie](#) a note with your question, suggestion, etc.!

Will photos be taken?

YES! We will be taking occasional photos during the conference. Please advise [Jacquie](#) if you do not wish to be labeled in any photographs in our social media posts or for the LiRN website. Most of the photos will be behind Library Staff Only pages.

Will there be water on the tables?

YES! Tap water & glasses will be provided but not bottled water. You may wish to bring your own travel mug since the teacups were quite small last year 😊

What's Toronto weather like in November?

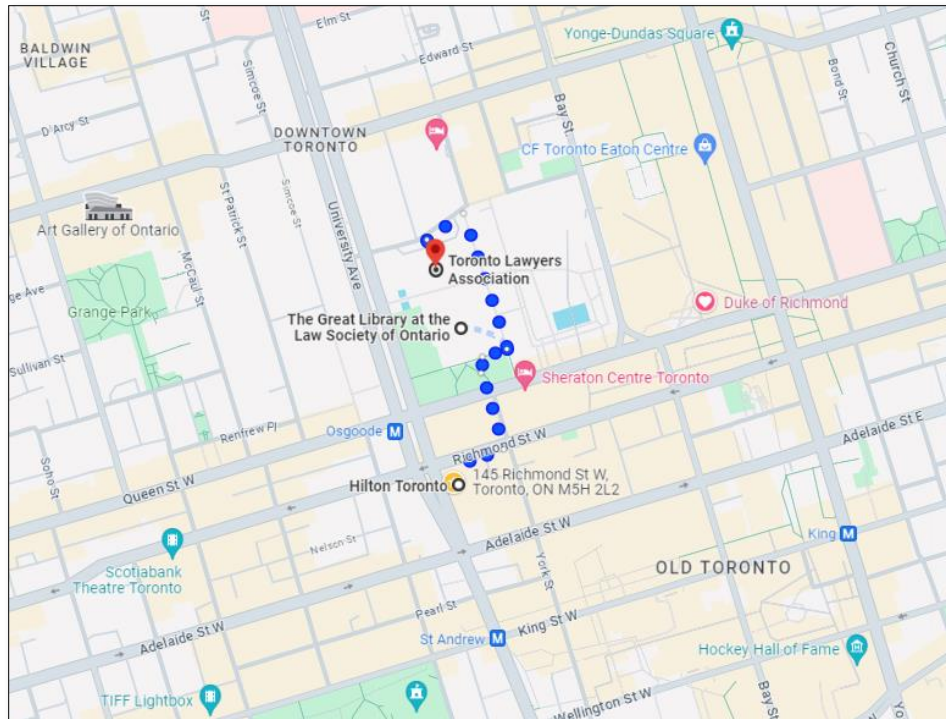
Bring an umbrella to guard against the [November Rain](#) ...

While we do not usually have a lot of snow in early November, please check [the Weather Network](#) or a similar service before packing.

Do you have a map of the area around the Conference?

We do! Map of area including Great Library and TLA is below:

Please note that Toronto is full of construction everywhere as the Ontario Line is being built. Intersections such as Queen and Yonge are closed to ALL traffic for 3 years to give you an idea of what is happening here!



The [Great Library](#) is nearby at Osgoode Hall, 130 Queen St. West. Head North on York St. from the Hilton. The [TLA](#) is a short walk further North at 361 University Avenue on the 3rd floor.

What expenses are covered?

Travel to and from the Conference:

LiRN will reimburse travel expenses for one person from each association to attend this conference, if travelling outside of Toronto (50 km radius). Driving is reimbursed at \$0.61 / km. Parking is available at the hotel and may also be claimed as an expense. Participants may also choose to travel by air, rail, and public transportation such as GO, and we ask that you use your best judgement in selecting the most appropriate mode of transportation.

Travel to and from social events:

LiRN will reimburse expenses for one person from each association to attend officially sanctioned social events associated with the conference. Such expenses may include TTC, taxicab, or rideshare costs.

Special note on travel:

Toronto is currently experiencing intense construction upheaval. For example, installation of the Ontario Line on Queen St. is causing significant travel delays on that and surrounding streets. Please pack your patience!

TTC now accepts credit cards that you can swipe at their automatic entrances. The fare is now \$ 3.30 one way with a 2 hour transfer.

The closest subway stop is Osgoode Hall, Please use the Exit via the South-East Side (signs for *The Four Seasons Centre for the Performing Arts*) then walk one block south along University Avenue to the Hilton.

Accommodation:

LiRN will reimburse travel expenses for one person from each association to attend this conference, if travelling outside of the GTA. Please book at Hilton Toronto at the conference rate before October 7, 2024.

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Meals:

LiRN will reimburse up to \$40.00 for dinner on Wednesday and/or Thursday at the conference for one person from each association. Please note LiRN will not reimburse the costs for alcohol. Please also note that this is not a per diem stipend and itemized receipts must be included with your expense claim.

Breakfast, lunch, snacks and refreshments such as coffee, tea, juice & pop are provided as part of the conference.

Please note that additional in-person attendees are welcome to attend the conference at their employer's expense.

How do I claim expenses?

Please use the [2024 expense form](#).

Include copies of your receipts with the signed, dated, and completed expense form and send as a single PDF to: admin@lirn.ca.

Deadline for submitting your expenses is November 25, 2024.

How do I fill out the Expense Form?

Attendee, Association, and Payee Information:

At the top of the form, include:

- Your Name
- Your Association's name

- Payee – ie who should the cheque be made out to? In some cases, the staff member pays out of pocket, in which case they are reimbursed directly. In other cases, the association pays up front and LiRN reimburses the organization.
- Payee Address

The body of the form includes rows for you to summarize your expenses.

Date of Expense:

Add the date of the expenses under the appropriate column. If you are summarizing more than one expense on that line (e.g. dinner on both Wednesday and Thursday), include both dates.

Type of Expense and Total:

This has already been filled out with the types of expenses.

The rows for driving to and from the Conference include an automatic calculation. Add the number of kilometers you drove under the appropriate column and the form will calculate the total reimbursement.

For the rest of the expenses, include the total expenses incurred for that type of expense, including HST. For example, add the cost of Wednesday's and Thursday's dinner and include the total in the Total column.

If your dinner costs exceed \$40 / night, you should claim \$40 for that night.

If your dinner included alcohol, you should subtract those costs.

Receipts for food must show the itemized purchases. Do not submit the credit card receipt.

Total Claimed:

The total claimed is an automatic calculation.

Date / Signature:

All expense forms must be signed and dated.

Checkbox for Receipts:

Receipts **must** be included for all expenses (except where no receipt is possible). Attendees are not expected to include receipts for TTC fare or kilometrage; please include a written or typed note listing the travel details and amount(s).

Please check this box to indicate that you have included all of your receipts.

Include Your Receipts!

Please scan your receipts into PDF format and combine them with the expense form.

Learn with LiRN Conference FAQs

Other questions?

Please do not hesitate to contact [Jacquie.](#)