

Learn with LiRN 2025

FAQs

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Where will the Conference take place?

This year the conference is being held at the DoubleTree Hotel, located centrally at **108 Chestnut St., Toronto.**

Booking Link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=YTOCSDT&groupCode=CDT932&arrivaldate=2025-10-22&departuredate=2025-10-24&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

The attendees can call 1-800-445-8667 or the hotel at 416-977-5000 and mention the group code CDT932 and the dates to make a booking as well.

The weblink will expire on Oct 1st, 2025 and the cancellation policy is 72hrs prior to arrival date.

Conference Rate is \$ 279. / night plus taxes.

Please note that **Wi-Fi is available** at the hotel and in the conference room.

The conference will be held in the **Toronto Ballroom** on the **2nd Floor.**

Closet Subway stop is St. Patrick. The Dundas Station is about a 15 min walk away.

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 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.

Check with your association about 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 can confirm your attendance! The Hotel deadline for our GROUP RATE for the hotel room reservation is **Oct. 1, 2025**. Please CANCEL by that date if you cannot attend.

When will registration open?

Registration is [open now](#)! Registration Closes Sept. 23.

What if I registered but can no longer attend?

As soon as you know that you need to cancel:

- Contact the DoubleTree to cancel your accommodations: 416-977-5000
- Contact LiRN so we can cancel your meals and make other adjustments:
admin@lirn.ca

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.

Will photos be taken?

Yes. We will be taking occasional photos during the conference. Please indicate on the Registration Form if you do not wish to be labeled in any photographs in our social media posts or for the public-facing 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 as well.

What's Toronto weather like in October?

While we do not usually have a lot of snow in October, please check [Toronto, ON Current Weather - The Weather Network](#) or a similar service before packing.

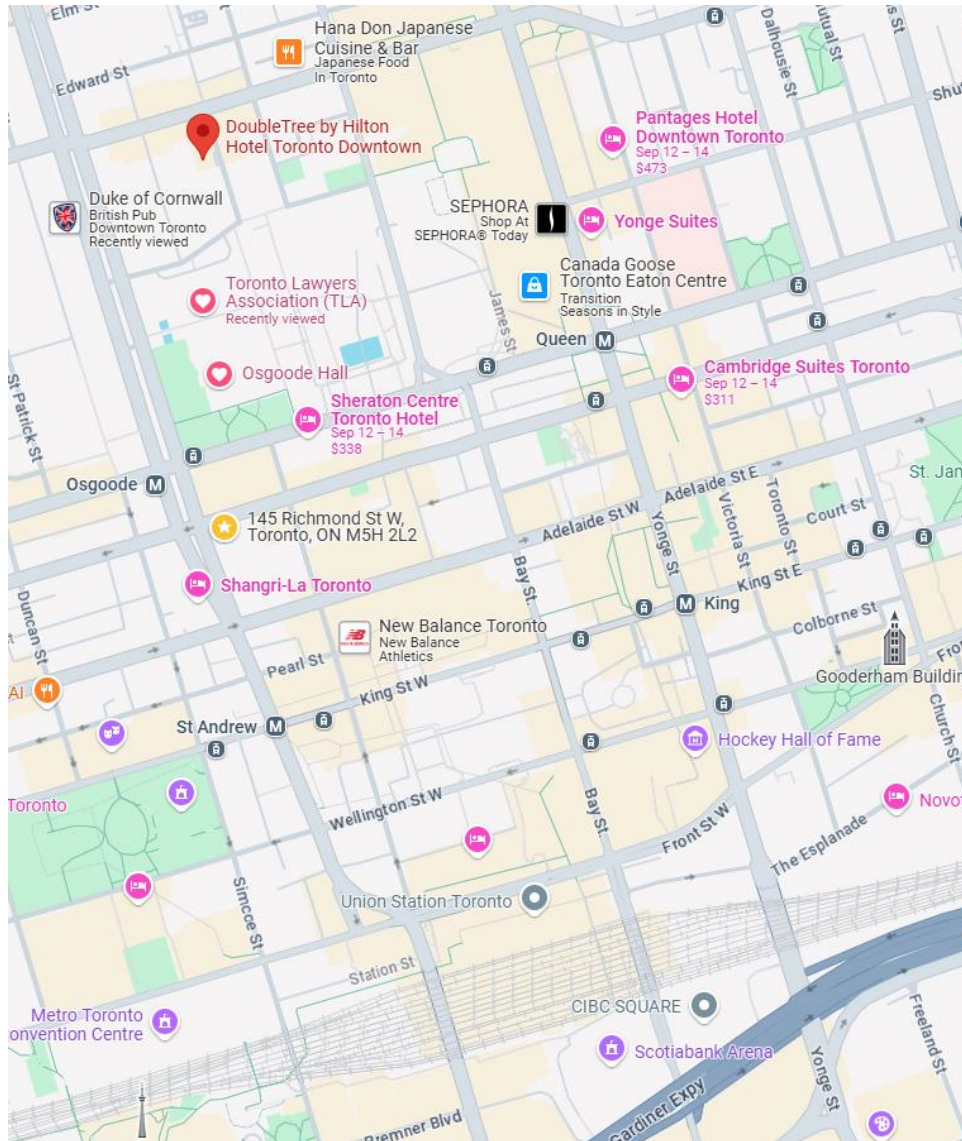
Do you have a map of the area around the Conference?

We do!

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.

The **Toronto Lawyers Association** is 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 \$0.64 / 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 **St. Patrick**. It is about a 15 walk from the Dundas station.

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 DoubleTree at the conference rate before October 1, 2025.

Booking Link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=YTOCSDT&groupCode=CDT932&arrivaldate=2025-10-22&departuredate=2025-10-24&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

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For additional information about the [DoubleTree Hotel & its amenities.](#)

Meals

LiRN will reimburse up to \$45.00 for dinner on Wednesday 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 (the credit card receipt without the information about the foods purchased cannot be used).

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.

Thursday Dinner

You've been asking for a dinner together, and LiRN has partnered with our e-LiRN Vendors Lexis+, Westlaw Canada and vlex to sponsor a group dinner on Thursday evening!

LiRN would like to thank:

- Lexis+ for the Appetizer and Dessert
- Westlaw Canada for the Entrée
- vlex for the Alcohol/Drinks

The logistics:

- Location: St. Louis Bar and Grill, 595 Bay Street (fully accessible and 400m from the hotel)
- Time: Thursday, October 23, **6:30 PM** to 9:00 PM (you may stay later if you like)
- Dress: Casual

The instructions for the form link below:

- You'll choose one each of an Appetizer, Entree, and Dessert. You can opt out of items you do not want and indicate special preferences or allergies.
- The form includes food choice descriptions and vegetarian options. You can complete the form on your computer or mobile.
- Your name tag will include your dinner ticket and the restaurant address.

For library staff:

- If you CANNOT come, still complete the form to indicate that. You will still be entitled to the \$45.00 dinner allowance for that evening (receipt required).
- If you do not SUBMIT BY THE DEADLINE of October 15 at 5 PM we will assume you are still coming and your dinner will be the default choice of a House Salad with Balsamic Vinaigrette, Classic Pepperoni Pizza, and Bangin Brownie dessert. You will not be entitled to the \$45.00 dinner allowance for Thursday evening even if you later indicate that you cannot come since we will have committed to the restaurant your meal choice.

Complete the order form (whether you are coming or not) by Wednesday, October 15 at 5 PM:
<https://forms.office.com/r/Qa3LuMZnVC>

How do I claim expenses?

Please use the [2025 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, 2025.

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 – i.e. 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 \$45, you should claim \$45 in total.

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.

Other questions?

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