



Canadian Association of
Public Schools - International

Association canadienne des
écoles publiques - International

The International Student: World Citizen / L'Étudiant international: citoyen du monde

May 1 – 4, 2011 – Palace Royal, Quebec City, Quebec

Du 1^{er} au 4 mai 2011 – Hôtel Palace Royal, ville de Québec, Québec

www.caps-i.ca / www.acep-i.ca

CAPS-I / ACEP-I's Annual Conference and AGM will be held at the Palace Royal Hotel in Quebec City from Sunday, May 1st until Wednesday, May 4th, 2011. The Association is pleased to offer a full 2-day conference schedule with networking events followed by the Annual General Meeting (for members only) on the final morning.

The 2011 Conference is expected to attract upwards of 120 delegates from across Canada including, Directors and staff of member programs, government officials, partners from other sectors of international education in Canada and conference sponsors/exhibitors.

The keynote address of the conference will be given by Mr. Andrew Parkin, Director General of CMEC, Council of Ministers of Education, Canada. Throughout the 2 days, there will be plenary sessions, professional development workshops and panel discussions in 4 streams: Marketing, Student Care & Support, and Program Management and Personal Safety/Wellness. Please review the attached 2011 Conference Schedule for further details.

Register now! Early Bird Registration Deadline is February 28, 2011.

La conférence annuelle de CAPS-I / ACEP-I et d'AGM aura lieu à l'hôtel Palace Royal de la ville de Québec, du dimanche 1er mai au mercredi 4 mai 2011. L'association est heureuse d'offrir 2 jours complets de conférence avec des événements de réseautage suivis de la réunion générale annuelle (pour les membres uniquement) au cours de la dernière matinée.

La conférence de 2011 entend attirer au moins 120 délégués à travers le Canada, incluant des directeurs et du personnel des programmes membres, des représentants du gouvernement, des partenaires provenant d'autres secteurs de l'éducation internationale au Canada ainsi que des commanditaires/exposants.

Le discours d'ouverture de la conférence sera donné par Monsieur Andrew Parkin, directeur général de CMEC, Conseil des ministres de l'Éducation (Canada). Au cours de ces 2 jours, des sessions plénières, des ateliers de développement professionnel et des panels de discussion prendront place autour de 4 axes: marketing, soin et support des étudiants, gestion de programme et sécurité/santé personnelle. Veuillez vous reporter au programme de la conférence ci-joint pour plus de détails.

Les inscriptions commencent maintenant! La date limite est le 28 février 2011.



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REGISTRATION FORM

DELEGATE INFORMATION:

First Name: _____ Last Name: _____

Organization: _____

Phone Number: (____) _____ Email: _____

CONFERENCE SCHEDULE:

Sunday, May 1, 2011 Welcome Reception (evening) (7:30-10:00 pm)
Monday, May 2, 2011 Continental Breakfast & Lunch Provided
Keynote, Morning & afternoon workshop sessions (8:30 - 4:45pm)
Tuesday, May 3, 2011 Continental Breakfast & Lunch Provided
Morning & afternoon workshop sessions (8:30-4:45pm)
Boat Cruise around Quebec City & 5 Course Gourmet Meal (6:00 - 9:00pm)
Wednesday, May 4, 2011 Continental Breakfast Provided
CAPS-I / ACEP-I AGM (Members only) (8:30 – 12:00pm)

CONFERENCE REGISTRATION FEES (Registration Deadline: April 15, 2011)

- \$225.00 CAPS-I Member Early Bird Registration (until February 28, 2011)
- \$295.00 CAPS-I Member Conference Registration (March 1, 2011 or after)
- \$325.00 Non-Member Early Bird Registration (until February 28, 2011)
- \$395.00 Non-Member Conference Registration (March 1, 2011 or after)
- \$100.00 Additional Guest for welcome reception & dinner cruise (Name: _____)

Special Dietary Requirements: _____

HOTEL RESERVATIONS: To obtain the group conference rate of \$144.99-164.99/night please call the Palace Royal at 1-800-567-jaro (5276) or book online at: <http://www.hotelsjaro.com/index-en.aspx>. Be sure to reference **Group # 1855493**. NOTE: This block of rooms/rate will only be available until April 4, 2011.

PLEASE NOTE: Delegate information will be shared with conference sponsors.

Please email or fax your completed registration & fee payment forms to: info@caps-i.ca or 403-288-7917



2011 Conference Fee Payment Instructions

SELECT METHOD OF PAYMENT:

Cheque

Please make cheque payable to:

Ottawa-Carleton Education Network

Please mail cheque to:

CAPS-I c/o Ottawa International Student Programs
Ottawa-Carleton District School Board
Attention: Kevin Orange / Virginia Lee
C315, 440 Albert Street
Ottawa, ON K1R 5B5

Credit Card

Visa

MasterCard

If paying by credit card, please complete the following information:

Card Holder's Name _____

Credit Card # _____

Expiry Date (MM/YY) ____ / ____



Conference Fee: _____

As the cardholder, I authorize CAPS-I/OCNET to process this fee as payment for 2011 Conference, on above-noted credit card.

Date: _____

REFUND POLICY: A full refund of conference fees (less a \$100 administration fee) will be issued if requested by April 15, 2011. After April 15, 2011 no refunds will be issued.

Please email or fax your completed registration & fee payment forms to: info@caps-i.ca or 403-288-7917

2011 CAPS-I / ACEP-I Conference Schedule	Sunday May 1 st , 2011	Monday May 2 nd , 2011	Tuesday May 3 rd , 2011	Wednesday May 4 th , 2011
8:00 am – 8:30 am		Registration Desk Opens Morning Coffee/Networking	Maximizing Your CAPS-I Membership (bilingual) Morning Coffee	Morning Coffee/Networking
8:30 am – 8:45 am		Welcome by Geoff Best, CAPS-I /ACEP-I President	CIC/DFAIT Plenary Session	CAPS-I / ACEP-I Annual General Meeting (Members Only)
8:45 am – 10:00 am		Keynote/Plenary Session Andrew Parkin, CMEC		CAPS-I / ACEP-I Annual General Meeting (Members Only)
10:00 am – 10:30 am		Refreshment Break	Refreshment Break	Refreshment Break
10:30 am – 12:00 pm		Session A A1 – Getting Started in International Education A2 – Travel Smart, Travel Safe A3 – Post-Secondary Collaborations & Transitions	Session D D1 – Facebook: Friend or Foe D2 – Recognizing & Caring for Students in Need D3 - International Educators Training Program / Queens University	Roundtable Discussion (Members Only)
12:00 pm – 1:15 pm		Official Welcome to Quebec & Networking Lunch	Networking Lunch	Conclusion of AGM Adjournment
1:15 pm – 2:45 pm		Session B B1 – Preparing School Districts for Int’l Students (Panel) B2 - Handbook for Int’l Administrators (bilingual) B3 – Avoiding Homestay Coordinator & Host Family Burnout	Session E E1 – Offer a more Successful Student Orientation (Panel) E2 - Bringing International Students & Canadian Students Together E3 – Internationalization: Beyond the Fee Paying Student	
2:45 pm – 3:15 pm		Refreshment Break	Refreshment Break	
3:15 pm – 4:45 pm		Session C C1 – China: Myths & Realities C2 – Partner Care Program – Best Practices C3 – The Ethics of Working with Agents	Session F F1 – Avoiding Homestay Coordinator & Host Family Burnout F2 – Webinars: For Marketing, Agent Training & Orientations F3 - Finding a Balance & Coping w/ Stress (bilingual) <i>Conclusion of Conference</i>	
	6:30 pm Registration Opens		5:30 pm Bus Departs from Palace Royal	
	7:30 pm - 10:00 pm Reception		6:00 pm – 9:00 pm Boat Cruise & Gourmet Dinner	