

Policy

Login sharing is not permitted.

No-shows policy: No-shows will result in full registration fee payment being due.

Cancellation policy: No cancellations will be permitted and refunds will not be issued.

A reminder for our federal clients: [Government Contracting Regulations](#) allow for “Advance Payments”. As usual, Section 34 signoff would occur once the good/service has been received.

Government-wide Policy Requirements on Training:

- On September 15, 2017 the Guide to Travel, Hospitality, Conference and Event Expenditures was updated to reflect the amendments in the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures (effective April 1, 2017). This update includes a new process to differentiate conferences and training.
- Government-wide functional community leads at the Treasury Board of Canada Secretariat have the authority to determine the treatment of large information-sharing and learning sessions for their communities (for example, conferences that can be treated as training for approval purposes). Decisions on the designation of a session as training will be communicated to your departmental functional leads (for example, CFO, CIO, CHRO etc.) and maintained on GCPedia.
- The Comptroller General of Canada, functional community lead on real property, designated Real Property Institute of Canada (RPIC) events as training on September 15, 2017.
- In accordance with the Directive and associated Guide, RPIC training activities should be approved according to the established departmental processes for training, such as the delegated spending and financial authorities or the delegation of human resources authorities. Also, RPIC training should form part of an individual’s annual training plan.