

# SDACC 2026 Educators' Convention

## Educators' Responsibilities

February 3, 2026

1. **Accessing Registration:** Once an educator has registered, he/she will receive a registration confirmation email. To edit/add information to their registration, select **"Manage Your Registration"**. If an educator cannot find their registration confirmation email, he/she will need to send an email to Brandy ([perkins.brandy@adventist.ca](mailto:perkins.brandy@adventist.ca)) requesting that the registration confirmation email be resent.

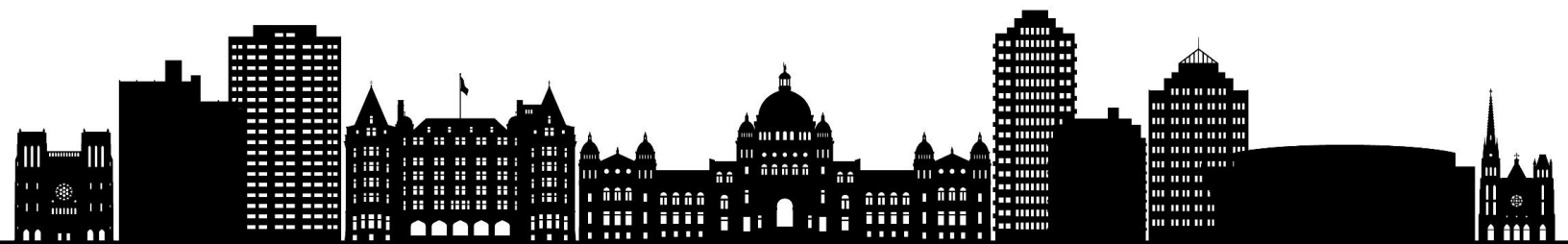
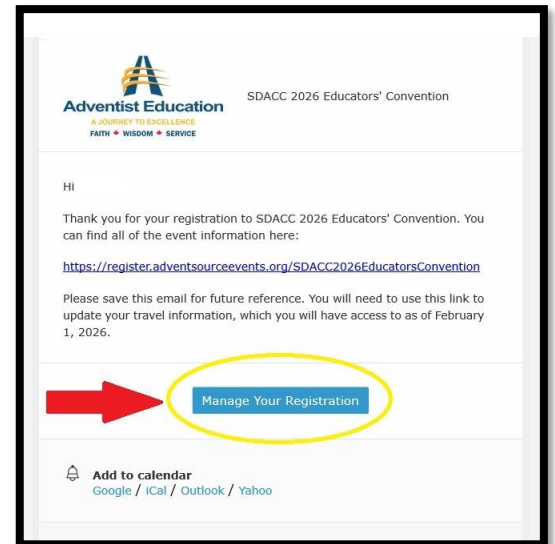
**Edits/Changes:** If registration is closed or fields are no longer accessible in the registration document, attendees will need to email Brandy with the pertinent information so that she can make the change manually.

2. **Deadlines:**

- i. **Registration:** January 15, 2026
- ii. **Hotel Pre or Post Days Registration:** March 1, 2026
- iii. **Flight Information/Shuttle Needs:** May 15, 2026
- iv. **\*Hotel Pre or Post Days Credit Card Authorization:** May 15, 2026  
*\*Only applicable to those extending their stay at one of our hotels*

3. **Travel Arrangements:** Educators will need to speak with their employer about how travel arrangements are to be made. Entities may decide to have educators' book independently, work through a travel agent chosen by the entity, or do a group booking. The deadline for travel information submission is **May 15, 2026**.

- a. **Submitting Travel Information:** Each attendee will need to revisit their registration confirmation email to submit travel information (see Accessing Registration above). This field is currently hidden but will be accessible as of February 1, 2026.
- b. **Flights:** Those booking flights will select the most economical airfare (see Approved Tiered Rates) that allows a carry-on and a paid checked bag.
  - i. **Approved Tiered Rates:** WestJet (Econo)/ Air Canada (Standard)/ Porter (Standard)/ Flair (Basic Bundle)/ Air Transat (Econo Standard).
  - ii. **Most Economical Airfare:** It will be up to the Superintendent of Education/KC President/Burman University to approve the cost of flights departing from their province.
  - iii. **Booking Own Travel Arrangements:** If an educator makes their own flight arrangements, reimbursement will be based on the most economical airfare (see tiered rates above).



- c. **Seat Selection:** Seat selection will not be reimbursed.
  - d. **Baggage:** One checked bag (50lbs/23kg maximum) will be covered (each way).
  - e. **Cancellation Insurance:** Cancellation insurance will not be covered.
  - f. **Victoria Airport (YYJ) Shuttle:** There will be shuttle service on Monday, August 17<sup>th</sup>, from the Victoria airport to the hotel and on Thursday, August 20<sup>th</sup>, from the Victoria Convention Centre to the Victoria airport. This is open to educators and guests, free of charge. The shuttle schedule will be communicated to the attendees closer to the convention start date. The deadline to submit shuttle needs is **May 15, 2026** (see Accessing Registration above).
  - g. **Driving:** If an educator decides to drive, reimbursement will be based on mileage, ferry costs, and parking fees (in Victoria) or the most economical airfare (from home airport), whichever is less. Check with employer for mileage rate. Those who choose to drive are encouraged to consider the most economical option for parking, including parking at the Victoria airport. Shuttle services are available for those who choose to park at the Victoria airport.
4. **Hotel Arrival and Departure Dates:** Attendees will need to indicate their arrival and departure dates for the hotel that the SDACC is booking. The SDACC will email you when your hotel confirmation number has been entered into your registration document.
- a. **Pre or Post Days:** If an attendee wants to stay in the same hotel up to 3-days pre or 3-days post (subject to availability), they will need to indicate this on their Registration Form by **March 1, 2026** (see Accessing Registration above).
    - i. **Payment:** The SDACC will make the booking, and the hotel will contact the attendee via email to send a credit card authorization form to collect payment for the additional nights. If the attendee does not provide credit card information to the hotel by **May 15, 2026**, pre and/or post days will be cancelled.
    - ii. **Changes/Cancellations:** In the event of pre or post day cancellations or changes, attendees will need to notify their assigned hotel **AND** Brandy ([perkins.brandy@adventist.ca](mailto:perkins.brandy@adventist.ca)) to avoid being charged. Pre and post days can be cancelled up to 72 hours (3 days) prior to your stay without penalty.



5. **Roommates:** The SDACC Office of Education will communicate any necessary roommate changes (i.e. duplicates or roommate needed). Educators who need to make this update will revisit their Registration Confirmation Email (see Accessing Registration), and notify Brandy ([perkins.brandy@adventist.ca](mailto:perkins.brandy@adventist.ca)) that a change has been made via email. Once registration closes, attendees will need to email Brandy with the name of the roommate so that she can make the change manually.
  
6. **Per Diem:** Each approved attendee will receive per diem of \$69.00 (for two or more meals purchased) or \$35.00 (for one meal purchased) according to the following schedule.
  - **Monday, August 17, 2026:** Per diem will be dependent upon each attendee's time of departure from home to Victoria.
  - **Tuesday, August 18, 2026:** Full per diem (\$69.00)
  - **Wednesday, August 19, 2026:** Full per diem (\$69.00)
  - **Thursday, August 20, 2026:** Full per diem (\$69.00)
  
7. **Expense Reports:** Each employing entity will distribute an expense report to the approved attendees that indicated they will be attending the convention. Educators will then be required to submit the expense reports and pertinent receipts to their respective employing entities (and not the SDACC) upon conclusion of the convention.
  - a. **What the SDACC Office of Education will not cover**

Seat selection, hotel expense for guest(s), pre or post lodging, car rental, guest meals, gratuity for meals, cancellation insurance, and additional housekeeping gratuity (as it is already covered under the master account). \*Mileage, ferry costs, and parking fees (in Victoria).

*\* Mileage, ferry costs, and parking fees (in Victoria) will only be covered if it is less than the most economical airfare (from home airport). If not, the attendee will receive the equivalent of the most economical airfare.*
  
  - b. **What the SDACC Office of Education will cover**

Most economical flight, travel to/from home airport, economy parking at home airport (if needed), per diem (4 days), and 1 checked baggage (50lbs/23kg maximum each way). If an educator decides to drive, reimbursement will be based on mileage, ferry costs, and parking fees (in Victoria) or the most economical airfare (from home airport), whichever is less. Coverage also includes lodging, based on two educators sharing a room. Attendees will not need to leave gratuity in their room, as housekeeping gratuity will be covered under the master account.

