



ONTARIO ASSOCIATION OF ART GALLERIES

401 Richmond Street West, Suite 395, Toronto, ON M5V 3A8

Phone: (416) 598-0714 Fax: (416) 598-4128

Website: www.oaag.org

Charitable Business Number 10779 6690 RR0001

OAAG Workshop Registration Form

DIGITAL DATA MIXER

Friday, April 24, 2020, 9:00 AM - 5:00 PM

**Bata Shoe Museum
327 Bloor Street West, Toronto, ON M5S 1W7**

Send this completed form by email with subject line - ATTN Digital Data Mixer Registration - to events@oaag.org

Workshop Symposium Registration Fees

- \$250** Non-Members / General
- \$150** OAAG Members

Registration includes refreshments, catered lunch, workshop kit, and networking cocktail hour.

Registrant Information

(Information in the "Registrant Information" section will be shared with program registrants. All other information will be used for OAAG program purposes.)

Name: _____ City: _____

Title: _____ Email: _____

Organization: _____ Phone: _____

Billing Information

Street: _____ Suite/Apt #: _____

City: _____ Province: _____

Postal Code: _____



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Payment Options

Cheque

Please make cheque payable to the *Ontario Association of Art Galleries* and mail to:

Ontario Association of Art Galleries (OAAG)

401 Richmond Street West, Suite 395

Toronto, ON M5V 3A8

Visa

Mastercard

Cardholder Name

Card Number

Expiration Date

The Ontario Association of Art Galleries (OAAG) is a registered charitable organization serving the public art galleries and art museums of the province of Ontario, through advocacy, professional development, education and network-building. If you would like to support OAAG, you can make a donation [HERE](#).

The Ontario Association of Art Galleries (OAAG) is committed to making our meetings, sponsored events and programming accessible to all participants. In adherence with the Accessibility for Ontarians with Disabilities Act (AODA), it is OAAG's policy to hold events (meetings, conferences, symposiums and workshops) where physical barriers do not exclude people with disabilities from attending or participating. If you are a person of disability and need physical assistance, please indicate needs below:

Other OAAG Communications

- Yes, I am interested in signing up for OAAG's Program E-Newsletters for notices about OAAG Programs, News and Jobline.

For more information regarding this event and other OAAG programs, please contact Jessica Lukas, Secretariat Assistant, with subject line - **Digital Data Mixer Inquiry** - to events@oaag.org or call (416) 598-0714.



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Dietary Restrictions Request Form

Please fill out the following form only if you have any dietary restrictions.

Emergency Contact Information:

Name: _____

Relationship: _____

Phone: _____

Dietary Restrictions

- Milk/Dairy
- Egg
- Soy
- Wheat
- Peanut
- Tree Nut
- Fish
- Shellfish
- Gluten
- Vegetarian
- Vegan
- Kosher
- Halaal
- Other:

Please check the boxes below to indicate your understanding. If boxes are not checked, this request form will be deemed invalid:

- I understand that the Ontario Association of Art Galleries (OAAG) makes every attempt to identify food(s) and ingredient(s) that may cause an allergic reaction to those with food allergies and/or accommodate those with special dietary restrictions.
- I understand that while OAAG will take every reasonable precaution in an effort to accommodate my request(s), it is impossible for OAAG to provide any guarantee that I will not come into contact with my listed allergen(s) and/or dietary restriction(s) during this event.



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Subsidized Travel Program

Applications for the Subsidized Travel Program will be evaluated on a case-by-case basis by the Ontario Association of Art Galleries (OAAG) based on the following criteria:

- Geographical Distance
- Indigenous Arts Professionals / Organizations
- Institution Budget

Subsidized Travel funding is based on availability. If approved for the Subsidized Travel Program, applicants will be informed of their acceptance through email.

Reimbursement

All travel & accommodations are the responsibility of the recipient to book. To receive reimbursement for the approved amount, recipients must submit Expense Report (provided) and original, itemized receipts (credit card slips and bank statements are not sufficient) by May 4, 2020.

Recipients will be reimbursed for authorized expenses by cheque 4-6 weeks after submitting their expenses report and original, itemized receipts. If recipients do not submit valid paperwork, they will be ineligible for reimbursement.

Travel Coverage

Maximum coverage will be determined upon the geographical location of the recipient, modes of transportation available, and average travel costs based upon travel provider rates.

BUS / TRAIN / FLIGHT / RENTAL VEHICLE	
40 km - 100 km	\$30 - \$60
100 km - 200 km	\$60 - \$120
200 km - 400 km	\$120 - \$180
400 km - 700 km	\$160 - \$330
700 km - 1400 km	\$330 - \$400
DRIVING	
More than 40km outside of Toronto	\$0.52 / km

**Recipients who are driving must complete the expense report to include point of origin and destination (with return), dates of travel, km travelled.*

**Travel Accidents, Car Insurance, Fuel, Parking Infractions, Etc., are not eligible for coverage.*

Accommodations & Per Diem

There is a maximum of 10 available spots for this funding (\$150 / per person maximum).

Recipients are responsible for booking their own accommodations for the night of April 23, 2020.



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Applications for the Subsidized Travel Program will be evaluated on a case-by-case basis by the Ontario Association of Art Galleries (OAAG). Please complete the following information based on the evaluation criteria:

- Geographical Distance

What is your point of origin? _____

- Indigenous Arts Professional / Organization

- Institution Budget

Please provide your Institution Operating Budget: _____

Please provide any additional information that you feel demonstrates the requested criteria (max. 250 - 350 words):

Subsidy Request

Subsidized Travel

Please indicate the mode of travel that you intend to use:

- Bus Train Flight
 Rental Vehicle Driving (own vehicle)

Accommodations & Per Diem*

Please indicate if you would like to be evaluated for Accommodations & Per Diem*:

- I would like to be evaluated for subsidized Accommodations & Per Diem

**There are 10 spots available (max. \$150/per recipient)*

**Alcohol cannot be claimed and will not be reimbursed as part of the per diem*

Please check the boxes below to indicate your understanding. If boxes are not checked, this request form will be deemed invalid:

- I understand that reimbursement will be for the maximum amount as evaluated and approved by the Ontario Association of Art Galleries.
- I understand that I am responsible for arranging my own travel and accommodations.
- I understand that the OAAG is not responsible for covering my fuel, parking infractions, travel accidents, car insurance, and alcohol consumption.



ONTARIO ASSOCIATION OF ART GALLERIES

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Website: www.aaag.org

Charitable Business Number 10779 6690 RR0001

- I understand that I must submit the completed Expense Report as requested and submit original, itemized receipts by May 4, 2020. I acknowledge that credit card slips and bank statements are not sufficient and that invalid paperwork will not be eligible for reimbursement.

- I understand that reimbursement will be sent to my billing address as outlined on my Expense Report by cheque 4-6 weeks after submitting the requested documents.

Name of Applicant	Title
Signature	Organization
Date	