Please identify and invite a senior team of 6 participants to the Ontario Leadership Congress/Spring Symposium 2015 (OLC/SS 2015) by using the process described below. It will be important that the necessary attached materials are forwarded to your team as soon as possible as the district participants must complete the Reflective Activity in Preparation for Congress 2015 as a team by March 13, 2015.

**Team Composition**

Districts are invited to send a senior team of 6 participants who are best suited to inform their board and school planning and implementation of *Achieving Excellence* for 2015-2016.

**Participant Registration and Accommodation**

Participants are required to register online for the OLC/SS 2015 through the Ministry of Education website at: [https://event-wizard.com/events/congressspringsymposium/](https://event-wizard.com/events/congressspringsymposium/). They can register from February 23, 2015 and no later than March 30, 2015.

OLC/SS 2015 will be held at the **International Plaza Hotel in Toronto on April 28th** from 4 p.m. to 8 p.m. and **April 29th** from 7:30 a.m. to 3:00 p.m. If participants require overnight accommodation for the evening of April 28th 2015, they should book their room at the **International Plaza Hotel** by March 30, 2015. Rooms can be booked by phone at 1-800-668-3656. Participants should quote “Min_004” upon booking in order to receive a special rate. Note that rooms must be booked with the hotel by the participant personally. Shuttle service from Pearson International Airport to the International Plaza Hotel is complimentary.

**Reflective Activity in Preparation for Congress and Supporting Materials**

As a team, participants are asked to complete a reflective activity in preparation for congress/symposium. Although it is recommended that all members of the district team participate in the reflective activity, broadening the participation to other system-level and school-level leaders is certainly encouraged as it will enhance the conversation by diversifying perspectives.

The reflective activity is organized in three interrelated parts:

1. **Part 1** – Story of Success: a district goal that has been achieved or is well underway
2. **Part 2** – Area of Focus: future system priority relating to one of the renewed goals
3. **Part 3** – Questions for Advisors: District questions submitted to the education advisors

The responses district teams will provide are critically important as they will be used to inform activities and information shared at congress/symposium.

The following three documents are intended to support the completion of the reflective activity and will need to be made available to all team members. These include:

1. **Ontario Leadership Congress/Spring Symposium 2015 Overview – Realizing the Renewed Vision Through Transformational Leadership** (attached)
3. **Strong Districts & Their Leadership, 2013** – [hyperlink](http://iel.immix.ca/storage/6/1382796579/Strong_Districts_and_their_Leadership_2013.pdf)
Travel and Accommodation Expenses

As in past years, districts are responsible for covering the travel and accommodation costs of all participants with Board Leadership Development Strategy funding.

Boards with greater travel and accommodation costs may apply for a limited allowance as outlined in the chart below.

<table>
<thead>
<tr>
<th>District School Board Office (Based on distance from venue)</th>
<th>Amount of Allowance (per participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 - 199 km</td>
<td>Up to $300</td>
</tr>
<tr>
<td>200+ km</td>
<td>Up to $600</td>
</tr>
</tbody>
</table>

This allowance could be used to pay for transportation, hotel, and other reasonable expenses incurred in order to attend congress (see attached *Ontario Leadership Congress/Spring Symposium 2015 Expense Reimbursement Guidelines*).

Districts that are eligible for the allowance and choose to access these funds can submit a single district invoice to the attention of:

Barry Clermont

Leadership Development and School Board Governance Branch, Ministry of Education

13th floor, Mowat Block, 900 Bay Street

Toronto, Ontario, M7A 1L2

(416) 315-1073