

Central Region Instructor Training Week

Information & Registration Package

London: June 30 to July 4, 2025



The workshop starts on Monday at 9 am and runs through to Friday at 9 pm. You can arrange to arrive on Sunday and leave on Saturday if that works best for your travel plans. There may be extra fees charged for additional accommodation and extra meals if you attend any of the other workshops.

The focus of the workshop will be on improving the Tai Chi of the attendees as well as their instruction skills. There will be sessions to train instructors to teach the Arts from the Mr. Moy tradition. The workshop will be led by senior instructors from the Central Region. Additional information on the Workshop Program and workshop administration can be found at the workshop website.

Who can attend?

The workshop is open to all members of the Canadian Tai Chi Academy (CTCA) and the American Tai Chi Academy (ATCA). Priority will be given to members who are currently instructing classes for the CTCA. Anyone who would like to attend and is not a member and has learned Tai Chi from the Mr. Moy tradition will require special permission to attend the workshop. Instructors from the Central Region are given the first priority followed by instructors from other regions in the CTCA. Next, the assistants (corners) that are helping with CTCA classes in the Central Region will be added followed by all other CTCA members. Instructors from the ATCA will be invited to attend the workshops. Members and instructors from other organizations will require special permission to attend the workshop.

Workshop Fees

The workshop fee has been set by the IDT and workshop organizers to help cover the workshop costs. The workshop fees are different for CTCA members and non-members. If a member is not staying at the conference centre and/or is providing their own food (special dietary needs), the workshop fee is decreased by 50%. If a member cannot afford the workshop fee, they may apply for a discount to the workshop fee. There is no single day rate.

\$500 CTCA Members; \$750 Non-members: Includes accommodation and meals

\$250 CTCA Members: Includes meals but not accommodation

\$250 CTCA Members: Includes accommodation but not meals (special diet)

Registration Process

You must submit the following for each workshop you wish to sign up for: **(1) Registration Form** and **(2) Waiver and Consent Form**. Please submit your forms promptly to assist with the planning of the workshop. Some workshops have limited capacity so you will be accepted on a first come first served basis. The deadline to submit your registration form is **June 1st 2025 (23:00 EDT)**. No registrations will be accepted after the deadline.

When you submit your registration form, you will be sent an email reply to confirm which workshop programs you have been successfully registered for. Please allow 48 for your registration to be processed by the workshop volunteers. The volunteers will inform you of any extra fees related to any additional accommodation or extra meals requested. Incomplete registration packages will result in the person not being registered for the program. You can submit your registration forms using any of the following options: (a) **Email** (Fanshawe2025@LondonTaiChi.ca); (b) **Fax** (844-205-6944); (c) **Canada Post** (please allow for enough transit time); CTCA London Location, 37 Beaconsfield Ave, London, ON, N6C 1B6; and (d) **Hand Delivery** (to a London Location Instructor).

Travel

All instructors in the Central Region may apply for a subsidy to cover travel costs to attend the workshop. You are responsible for making your own travel plans to the workshop venue. The workshop will be held at: Fanshawe College, Merlin House, 1001 Fanshawe College Blvd., N5Y 5R6, London, Canada. The workshop website has a list of possible means of travelling to London.

Workshop Fee Payment

You can pay for your workshop fees once your registration has been confirmed by the workshop organizers. If you did not receive a registration confirmation email within 48 hours of submission of your registration, please contact the organizers at Fanshawe2025@LondonTaiChi.ca. All fees are in Canadian Dollars. The registration confirmation message will identify which workshop(s) you have been registered for and the fees that apply. You can either pay in advance or on arrival at the workshop.

The London Location is managing the workshop and will process all fee payments. The London Location can process the following types of payment methods: **Email payment** (e-transfer Interac – please add your name, location and ‘Fanshawe Workshop Fee’ to the comment) to Fanshawe2025@LondonTaiChi.ca, **Cash** (in person only), **Cheque** (Payable to the Canadian Tai Chi Academy or CTCA), **Debit Card** and **Credit Card** (via the workshop website www.LondonTaiChi.ca/Fanshawe2025 and in-person at the registration desk).

If you do not wish to pay your workshop fees through the website or by email, you can request to be issued a manual invoice which you can include with your cash or cheque payment. We can also send you a PayPal invoice which you can then pay online (foreign currency supported).

Accommodation

The accommodation (Merlin House) is located at Fanshawe College where the workshop will be held. The accommodation Includes free parking and wifi. Each suite contains four bedrooms, two bathrooms and kitchenette (fridge, microwave) & cable TV. Each bedroom has a privacy electronic lock with a double bed and includes towels, all bedding, shampoo, soap, etc. Onsite laundry is available. The rooms will be organized into Men’s Suite, Women’s Suite and members can organize their own group of 4 (send list of roommates).

You can make alternative accommodation plans at your own cost and receive a 50% discount to your workshop fee. You will be responsible for travelling to and from the workshop venue. You will be responsible for booking your own alternative accommodation. The workshop website has a list of possible alternatives to staying at Fanshawe.

Meals

All meals including breakfast, lunch and dinners (buffet style serving) will be provided at the college and served at the Oasis Dining Hall. Please indicate any special diet requirements on the registration form. Snacks will also be provided during the day and served in the Alumni Lounge.

If you choose not to select the meal option, you will be responsible for your own meals and will receive a 50% discount on the workshop fee.



Four Room Suite



Oasis Dining Hall



Gymnasium

More Information at: www.LondonTaiChi.ca/Fanshawe2025

Contact: Fanshawe2025@LondonTaiChi.ca or 844-205-6944 Toll Free