



Viessmann Academy

Student Registration,
Transportation And Accommodation Policy

January 2023

**This policy applies for attending Single or Multi-day Seminars
These seminars are delivered by Viessmann at our Waterloo, ON or Langley, BC.
campuses.**

General:

These policies relate to:

Seminars at the Waterloo Campus.

Single or Multi-day Seminars are organized by the Viessmann Sales Rep Agency responsible for the territory.

Single day open registration seminars listed in the online schedule found @ <https://www.viessmann.ca/en/company/academy/seminars.html>

Multi-day Seminars are typically two days, from

9:00 am – 4:00 pm on Day 1.

9:00 am – 2:30 pm on Day 2.

Single day Seminars are typically from 9:00 am – 4:00 pm

Seminars at the Langley campus.

Single day open registration seminars listed in the online schedule found @ <https://www.viessmann.ca/en/company/academy/seminars.html>

Single or multiple day seminars are typically from 8:30 am - 3:30 pm for all days.

Seminars at all Campuses.

The maximum registration is 16 students for a general product or technology seminar.

The maximum registration is 8 students for a “Hands - On” seminar.

Hands - On seminars are designated with an H in the seminar code.

i.e 20230203-1H-L for a one-day hands on seminar in Langley on February 3, 2023.

All students must be pre-approved by the Sales Rep Agency prior to attending a seminar.

A confirmation email will be sent to the student for an accepted registration.

PPE requirements

For seminars designated as hands on, as listed above, the student will be required to wear safety footwear.

Safety footwear: Must be worn at all times when physical work is being carried out.

The footwear must be a CSA approved safety shoe or boot with a box toe adequate to protect

the worker's toes against injury due to impact. Specifically required footwear is defined with:

- Yellow triangular label (Grade II) indicating a 50 lb. weight being dropped from a height of 15.7”.

- Green triangular label (Grade I) indicating a 50 lb. weight being dropped from a height of 22”.

Non safety footwear: No open toed shoes or heels are allowed for visits to the lab, mechanical rooms or warehouse.



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Viessmann shall provide the following for Students:

Reimburse the students for 33% of the air fare costs for heating technology and service seminars.

Reimburse Engineers for 50% of air fare costs when attending a design or technology-based seminar.

Reserve a block of hotel rooms at a local hotel of Viessmann's choosing and pay for hotel rooms for students attending, excluding sundry costs, or meals, except for breakfast as laid out below.

Each student will book their room with a personal credit card for the reserved block.

The hotel code for the block will be forwarded with the registration confirmation email.

The block of rooms will be held until two weeks before the seminar and then they will be released back to the hotel.

Viessmann will cover up to a maximum of one night's stay for each day of seminar.

In Waterloo,

provide breakfast for students attending the seminar and staying overnight in the hotel for each day of the seminar.

For Sales Rep organized seminars in Waterloo, at our discretion, we may host a dinner meal at a restaurant of our choice in the evening between seminar days for the participants of a multi-day seminar.

Viessmann will pay for one (1) alcoholic beverage during hosted dinner meals.

All campuses,

Provide lunch and refreshments at Viessmann for each day of the seminar.

Reimburse the student who pays for a rental vehicle required to transport a group of students to and from the Airport, Hotel and Viessmann Academy. *

The Student shall provide the following:

For rep sponsored seminars, fill out the registration form from the link provided by the Sale Rep. For open registration date seminars listed on the online calendar, fill out the registration form found @ (Redo Link When available)

It is recommended that each student register themselves, so the information and meal selection is accurate.

Book hotel rooms, with their own credit card, at the hotel determined by Viessmann using the hotel's booking information provided in the confirmation email^{**}.

Rooms can be canceled up to 24 hours before check-in without penalty.

For students who attend the seminar staying in the hotel Viessmann will cover the cost of the hotel less any sundry charges.

Reservations for hotel rooms will be charged to the reserving credit card for anyone who does



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not attend the seminar and does not cancel before the cut off period.

Make arrangements, book and pay for all air and ground transportation required.

Be responsible for all their meals, except those specified above as supplied by Viessmann.

When Viessmann hosts a group dinner we will cover one (1) alcoholic beverage for each participant in the group.

Make arrangements as required to book and pay for a vehicle to transport a group of students to and from the Airport, Hotel and Viessmann Academy. *

Submit a completed "Viessmann Academy Reimbursement Form", along with a legible copy of the airline ticket showing students name, and all charges and taxes, and/or rental vehicle receipts with all costs shown.

This form is available online @

<https://www.viessmann.ca/en/company/academy/seminars.html>

To be eligible for reimbursement, forms and receipts must be submitted to Viessmann, within 60 days of the seminar date.

Send reimbursement forms directly to accountspayable@viessmann.ca .

Students should wait for a registration confirmation email from the Sales Rep Agency or the Academy before making any hotel or transportation arrangements.

** Viessmann has the right to limit the type of vehicle rented, as well as the reimbursement for multiple vehicles for a group based on the number of students in the group.*

*** Eligibility for a hotel room is typically based on travel further than two hours between the starting point and the Viessmann Academy Campus for the seminar.*