



MEMORANDUM

TO: All Inclusive Education Support Workers
FROM: Human Resources
RE: **June 2024 Posting Meeting – Registration Required**

This year's IESW posting meeting will be held on Friday June 28, 2024 at 8:00am at the Bell Performing Arts Centre. Parking at the Bell Centre is limited so please plan to carpool, take transit, or plan to arrive early.

Please be advised that if you would like to attend the posting meeting this year, **you must register online in advance.** Registration will take place through the online workshop registration. See instructions on how to register below.

Registration will open on June 1, 2024 and close on June 21, 2024 at 4:00pm.

IMPORTANT: If you do not register, your name will not be called at the IESW posting meeting and you will not be able to post. Therefore, it is very important that you register during the registration timeframe.

If you have lost hours and have bumping rights, please be advised that you **MUST** register, or your name will not be called at the posting meeting.

Please make sure that you arrive on-time for the posting meeting. If you miss your name being called, you will miss your chance to post.

How to register:

- Click this link: [SD36 Workshop Registration \(surreyschools.ca\)](https://surreyschools.ca/SD36WorkshopRegistration)
- Sign in with your Surrey Schools username and password.
- Find the IESW Posting Meeting workshop on the workshop list and click on the workshop name.
Note: Registration is open June 1 to June 21, 2024.
- Click Register – a confirmation message will appear on the screen. You will also receive an email confirmation.
Bring your confirmation email with you to the posting meeting. If you do not receive an email confirmation, you are not registered.

The placement meeting on August 13th will require you to register as well. It will open on June 28 and close on August 2. If you do not register, your name will not be called.

If you have any questions, please reach out to Human Resources: 604-595-6150 or HRES-office@surreyschools.ca.