

PRE-Conference Workshops Registration Form (does not include conference)

Shaw Centre – Ottawa, Ontario



Please complete 1 form per person - fax to (613) 722-3467 or email to mpelletier@afoa.ca

1. PARTICIPANT (PLEASE PRINT CLEARLY)

First Name: _____ Last Name: _____
Title: _____ Organization: _____
Address: _____ P.O. Box/ Suite / etc.: _____
City: _____ Province: _____ Postal Code: _____
Telephone: (____) _____ Fax: (____) _____
Email: _____

2 – WORKSHOP REGISTRATION FEES

The registration fee includes continental breakfast, refreshments and lunch. Please ✓ below the pre-conference workshop of your choice.

This is a two-day pre-conference workshop scheduled for October 1 & 2, 2018: <input type="radio"/> Values and Ethics in the Indigenous Workplace	<input type="radio"/> AFOA Canada Member \$995 <input type="radio"/> Non-Member \$1195
These are one-day pre-conference workshops scheduled for October 1, 2018: <input type="radio"/> Human Resources Management Essentials: Module 1 – Professional Practice <input type="radio"/> First Nations Community Governance I	<input type="radio"/> AFOA Canada Member \$520 <input type="radio"/> Non-Member \$720
These are one-day pre-conference workshops scheduled for October 2, 2018: <input type="radio"/> Human Resources Management Essentials: Module 2 – Planning and Staffing <input type="radio"/> Developing Business Plans and Funding Proposals II	<input type="radio"/> AFOA Canada Member \$520 <input type="radio"/> Non-Member \$720

3 – PAYMENT METHOD Registration Fee \$ _____ + 13% HST \$ _____ = Total \$ _____

Note: If your Indian band is GST/HST exempt and paying for your registration fee, please submit your band's exemption certificate with your registration form. If not, then GST/HST applies. AFOA Canada HST/GST number 883195927RT001.

Cheque (payable to AFOA Canada) VISA MasterCard Amex
Card Number _____ Exp. Date _____
Name of Cardholder _____ Signature _____

If you are paying by credit card, fax your completed form to AFOA at (613) 722-3467. **If you are paying by cheque**, please mail your payment with a copy of this form to AFOA Canada at 1066 Somerset Street West, Suite 301, Ottawa, Ontario K1Y 4T3.

4 – CANCELLATION / SUBSTITUTION

Cancellation of registration should be sent in writing to AFOA Canada, by fax 613-722-3467 or email to mpelletier@afoa.ca. Cancellations will be accepted until September 6, 2018 for a full refund. A \$300 fee will apply for cancellations received between September 7 and 21, 2018. No refund for cancellations received on or after September 22, 2018. There are no refunds for no-shows. **Substitutions are accepted at any time and will be required to pay the fee difference if necessary.**

Important notice: By registering for an AFOA Canada Capacity Development Workshop, you agree to allow AFOA Canada to use photographs / videos in which you may appear in all media formats worldwide.

Your signature is required as authorization of registration. Please sign and date below.

Signature _____ Date _____