

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

Sheraton Cavalier Hotel – Saskatoon, Saskatchewan



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

These are <u>two-day pre-conference</u> workshops scheduled for October 7 & 8, 2019: <input type="radio"/> Effective Planning, Creation and Implementation of Your Trust <input checked="" type="radio"/> NEW! Project Management for Large Infrastructure Projects – SOLD OUT	<input type="radio"/> AFOA Canada Member \$995 <input type="radio"/> Non-Member \$1195
These are <u>one-day pre-conference</u> workshops scheduled for October 7, 2019: <input checked="" type="radio"/> Human Resources Management Essentials: Module 4: Employee Compensation & Benefits – SOLD OUT <input checked="" type="radio"/> First Nations Governance II: Leadership – SOLD OUT <input type="radio"/> Banking 201 – Negotiating Credit Facilities with a Financial Institution	<input type="radio"/> AFOA Canada Member \$520 <input type="radio"/> Non-Member \$720
These are <u>one-day pre-conference</u> workshops scheduled for October 8, 2019: <input checked="" type="radio"/> NEW! Human Resources Management Essentials: Module 5: Drug and Alcohol Policies – SOLD OUT <input type="radio"/> Understanding the Fundamentals of Procurement and Contracting <input checked="" type="radio"/> NEW! The Role of the Board's Treasurer, and the Finance and Audit Committee	<input type="radio"/> AFOA Canada Member \$520 <input type="radio"/> Non-Member \$720

3 – PAYMENT METHOD

Registration Fee \$ _____ + 5% GST \$ _____ = 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 workshops@afoa.ca. Cancellations will be accepted until September 12, 2019 for a full refund. A \$300 fee will apply for cancellations received between September 13 and 27, 2019. No refund for cancellations received on or after September 27, 2019. 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 _____