

REGISTRATION 2012

Register online at: www.congress2012.ca/attend

By mail:

Fill out the registration form and mail prior to May 20 to:
Congress 2012 (CFHSS)
300 - 275 Bank Street
Ottawa ON K2P 2L6

By fax:

Fill out the registration form and fax prior to May 20 to:
Congress 2012 (CFHSS)
Fax: 613-238-6114

*Important: If registering by fax **do not** send the registration form by mail!*

Terms and conditions:

- The payment of Congress registration and association meeting fees are compulsory for every attendee, including speakers, presenters, panelists and those chairing or attending a session
- Telephone registrations cannot be accepted
- All registration forms must be accompanied by full payment of fees (Congress and association meeting fees) and all relevant documents and information
- Incomplete registrations will not be processed
- Confirmation will be sent following the processing of your registration and only when an email address has been provided
- A detailed receipt will be issued on site at the registration counters in the Athletic Complex at WLU. Registrations received by mail or fax after May 20 will be date stamped, but processed after May 25.

Payment options

Online and by fax: Credit cards (Visa, MasterCard, and American Express)

By mail: Credit cards, cheque or money order (in *Canadian funds*, made out to Congress 2012, *no post dated cheques*)

On site: Credit cards and Interac only

***Personal cheques or cash will not be accepted on site.** A \$25 administration fee will be added in cases of insufficient funds or invalid credit card numbers.

Refunds: Cancellations will be accepted until April 15, 2012, subject to a \$20 processing fee. No refunds will be possible after this date.

Registered attendees and on-site registration

Registered attendees will pick-up a receipt, name tag and Congress package on site.

To register on site, the Congress registration will be open in the Athletic Complex at WLU during the following hours:

May 25 10:00 to 18:00
May 26..... 7:30 to 19:00
May 27 – June 1 7:30 to 18:00
June 2..... 8:00 to 11:00

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▶ Save time, register online! www.congress2012.ca/attend

Last name _____		First name _____	
Address _____			
City _____	Province _____	Postal code _____	Country _____
Telephone _____		Fax _____	
*Email _____			
University affiliation or institution _____			
Where can you be reached during Congress? _____			
Language of instruction: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other: _____			

*Confirmation of registration will be sent where an email address is provided, following processing of the registration.

Congress registration & Association meeting fees:

These fees are compulsory for every attendee, including speakers, presenters, panelists and those chairing or attending a session. The association's meeting fees must be indicated on the form for your registration to be processed, **they are NOT your membership fees**. Individual Association meeting fees are posted on the Congress website at www.congress2012.ca/attend.

Congress registration fees	Prior to April 1	As of April 1	On-site	TOTAL
<input type="checkbox"/> Student* <input type="checkbox"/> Retired <input type="checkbox"/> Unwaged	\$ 57	\$ 72	\$ 77	\$
<input type="checkbox"/> Postdoctoral fellow*	\$ 72	\$ 87	\$ 92	\$
<input type="checkbox"/> Regular attendee	\$ 155	\$ 175	\$ 190	\$

*Attach a copy of your student ID card or other relevant documentation

Association meeting fees (not membership)			Meeting fee	Banquet fee	TOTAL
#	Association name	*Member			
		<input type="checkbox"/> yes <input type="checkbox"/> no	\$	\$	\$
		<input type="checkbox"/> yes <input type="checkbox"/> no	\$	\$	\$
		<input type="checkbox"/> yes <input type="checkbox"/> no	\$	\$	\$
		<input type="checkbox"/> yes <input type="checkbox"/> no	\$	\$	\$
		<input type="checkbox"/> yes <input type="checkbox"/> no	\$	\$	\$

*MEMBER: Contact your association to become a member or to renew your membership.

TOTAL

Cancellations are accepted until April 15, 2012; a \$20 service charge will be levied.

Accessibility needs and information

If you identify as a person with a disability and require accommodations (such as alternative formats for written materials, oral interpretation, assistance wheeling long distances, access to quiet spaces, etc.) in order to fully participate in Congress, **please check here**: You will be contacted by the Congress office so that we can collect specific information about your access needs. **Please note:** Attendees who have dietary restrictions or allergies should contact relevant Associations directly.

Methods of payment	
<input type="checkbox"/> Cheque or money order in Canadian funds payable to CONGRESS 2012	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	Number _____
Expiry date _____	Signature _____
On-site payment: credit cards or interac only	

By mail
CONGRESS 2012 (CFHSS) 300 – 275 Bank Ottawa ON K2P 2L6
By fax
613-238-6114

Deadline for registrations by mail and fax is May 20. After May 20, ONLINE or ON-SITE registration only.