

## ► STEP 1 – CONTACT INFO

|                    |                       |             |
|--------------------|-----------------------|-------------|
| Name               |                       |             |
| Position           | School / Organization |             |
| Address            |                       |             |
| City               | Province              | Postal Code |
| Work Phone [     ] | Work Fax [     ]      |             |
| Email              |                       |             |

## ► STEP 2 – SELECT ATTENDING DATE(S) | Please check off attending dates.

|                      |   |   |   |
|----------------------|---|---|---|
| I WILL BE ATTENDING: | <input type="checkbox"/> DAY 1 - Nov 21 | <input type="checkbox"/> DAY 2 - Nov 22 | <input type="checkbox"/> DAY 3 - Nov 23 |
|----------------------|---|---|---|

## ► STEP 3 – SELECT APPLICABLE FEE | Fees do not include tax (5% GST).

| INDIVIDUAL           | 1 DAY                          | 2 DAYS                         | 3 DAYS                         |
|----------------------|--------------------------------|--------------------------------|--------------------------------|
| Super Early-Bird Fee | NA                             | NA                             | <input type="checkbox"/> \$579 |
| Early-Bird Fee       | <input type="checkbox"/> \$229 | <input type="checkbox"/> \$409 | <input type="checkbox"/> \$599 |
| Regular Fee          | <input type="checkbox"/> \$249 | <input type="checkbox"/> \$429 | <input type="checkbox"/> \$619 |

| GROUPS (3 DAYS) | 3-7                            | 8-14                           | 15+                            | STUDENT (3 DAYS)                              |
|-----------------|--------------------------------|--------------------------------|--------------------------------|---|
| Early-Bird Fee  | <input type="checkbox"/> \$579 | <input type="checkbox"/> \$559 | <input type="checkbox"/> \$539 | Early-Bird Fee <input type="checkbox"/> \$539 |
| Regular Fee     | <input type="checkbox"/> \$599 | <input type="checkbox"/> \$579 | <input type="checkbox"/> \$559 | Regular Fee <input type="checkbox"/> \$559    |

**Super Early Bird Cutoff Date: June 15, 2018** - Registration and payment must be received by this date.

**Early Bird Cutoff Date: November 7, 2018** - Registration and payment must be received by this date.

**Group Rate:** Online registration only and individuals must attend all 3 days to be eligible for group discounts.

**Full-Time Student Rate:** Please contact registration@jackhirose.com for more information on our full-time student rates. Registrants must provide proof of full-time enrolment at a minimum of three courses (e.g., transcript or confirmation letter of enrolment)

**Please Note:** Multi-day registrations can NOT be shared. All registration fees are per person. Different individuals cannot be sent on different days under one registration fee. Name badges will be checked at the door.

## ► STEP 4 – PAYMENT

|                                     |                 |          |   |
|-------------------------------------|-----------------|----------|---|
| <input type="checkbox"/> Visa       | Credit Card #   | Expiry   | / |
| <input type="checkbox"/> MasterCard | Cardholder Name |          |   |
| <input type="checkbox"/> Cheque     | Signature       | Cheque # |   |

4 WAYS TO REGISTER

|   |  |
|---|--|
| <p>ONLINE<br/>registration.jackhirose.com</p>   | <p>EMAIL<br/>registration@jackhirose.com</p> |
| <p>PHONE or FAX<br/>See numbers below right</p> | <p>MAIL<br/>See address below right</p>      |

4 WAYS TO SAVE

|   |   |
|---|---|
| <p>ONLINE PROMO CODE<br/>Enter: NEUFELD10</p> | <p>SUPER EARLY BIRD<br/>Deadline: June 15, 2018</p>   |
| <p>EARLY BIRD<br/>Deadline: Nov 7, 2018</p>   | <p>GROUP (online only)<br/>See Step 3 for Savings</p> |

## HOTEL & ACCOMMODATIONS

### 1. Delta Hotels by Marriott Winnipeg

350 St Mary Avenue  
- Standard Room: \$159+tax

### 2. Radisson Hotel Winnipeg Downtown

288 Portage Avenue  
- Standard Room: \$149+tax

### HOW TO BOOK:

When booking hotel rooms, ask for the Jack Hirose and Associates corporate rate. To receive our corporate rate, rooms must be booked one month prior to the workshop date. Please keep in mind hotel rates may fluctuate. Please note, room reservations are subject to availability.

## DISCOUNT RATES

Groups registering by email, phone, fax or mail, must submit all registration forms at once. Please note, a \$10 manual registration fee will apply for groups not registering online. Full time students (3+ classes per semester) must provide proof of enrolment. Please contact: registration@jackhirose.com for more info.

## SUPER EARLY BIRD & EARLY BIRD DEADLINE

Registration and payment must be received by this date. Upon receipt of registration and payment, a confirmation email will be sent.

## REGISTRATION FEE INCLUDES

Reference notes, certificate of completion, coffee, muffins and refreshment breaks. Lunches are not included.

## CONTINUING EDUCATION CREDITS

Canadian Psychological Association (recognized by the Alberta College of Social Workers), Canadian Counselling & Psychotherapy Association, Canadian Addiction Counsellors Certification Federation, Canadian Vocational Rehabilitation Association, Canadian Professional Counselling Association, Employee Assistance Certification Commission (EAPA), Indigenous Certification Board of Canada (ICBOC).

## TERMS & CONDITIONS

**Our liability is limited to refunds for conference fees only.** Jack Hirose & Associates Inc. reserves the right to cancel a event; please make hotel & travel arrangements with this in mind. In the event of a cancelled conference, we will issue a full refund for **conference fees only**. Jack Hirose & Associates Inc. is not responsible for any statements, acts, materials, or omissions by our presenters or participants. The use of audio and video taping devices, beepers, and cell phones by conference participants is not permitted at any session. Children and unregistered guests are not permitted in the meeting rooms. Seats cannot be shared between individuals.

**CANCELLATION POLICY:** All cancellations must be submitted by email to [registration@jackhirose.com](mailto:registration@jackhirose.com). Non-attendance at a conference will not be grounds for any or partial refund/credit under any circumstances. **Refunds** will be available **minus a \$40 administration fee** for cancellations made 14 days or more prior to the event. For cancellations less than 14 days prior to the event, **credit minus a \$40 administration fee** will be available. **No refund or credit under any circumstances will be available for cancellations less than one full business day prior to the event.** *Exceptions to this will not be granted.* If you are unable to attend, you are invited to send an alternate in your place at **no extra cost**. Please contact our office 14 days prior to the event, so we can provide the participant with an accurate name badge, certificate and to minimize confusion at check in. Please **notify us** of the alternate's full name and contact information, including their email address. Please double check your spelling.

**CERTIFICATES:** Provided for pre-registered attendees only. Those who register at the door, or want additional copies can download their certificate, free of charge, at [certificates.jackhirose.com](http://certificates.jackhirose.com). Certificates are intended for continuing education credit purposes. Your name will appear exactly as provided during registration. Please double check your spelling and include your professional name.

**RECEIPTS:** Sent by email once you're registration has been processed. Please be aware spam filters can block email receipts. Participants who register at the door will be emailed their receipt once the payment has been processed (please allow up to two weeks for processing). Additional copies can be downloaded from [certificates.jackhirose.com](http://certificates.jackhirose.com).

**PLEASE REVIEW OUR PRIVACY POLICY:** [WWW.JACKHIROSE.COM](http://WWW.JACKHIROSE.COM)



### Complete & Return with Payment:

Jack Hirose & Associates Inc.  
208-197 Forester Street  
North Vancouver, BC, Canada  
V7H 0A6

T 604 924 0296 F 604 924 0239  
TF 1 800 456 5424  
E [registration@jackhirose.com](mailto:registration@jackhirose.com)