

► 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 25	<input type="checkbox"/> DAY 2 - Nov 26	<input type="checkbox"/> DAY 3 - Nov 27
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► STEP 3 – SELECT APPLICABLE FEE | Fees do not include tax (5% GST).

INDIVIDUAL	1 DAY	2 DAYS	3 DAYS
Early-Bird Fee	<input type="checkbox"/> \$249	<input type="checkbox"/> \$449	<input type="checkbox"/> \$639
Regular Fee	<input type="checkbox"/> \$269	<input type="checkbox"/> \$469	<input type="checkbox"/> \$659

GROUPS (3 DAYS)	3-7	8-14	15+	STUDENT (3 DAYS)
Early-Bird Fee	<input type="checkbox"/> \$619	<input type="checkbox"/> \$599	<input type="checkbox"/> \$579	Early-Bird Fee <input type="checkbox"/> \$579
Regular Fee	<input type="checkbox"/> \$639	<input type="checkbox"/> \$619	<input type="checkbox"/> \$599	Regular Fee <input type="checkbox"/> \$599

Early Bird Cutoff Date: November 11, 2019 - Registration and payment must be received by this date.

Group Rate: 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

 ONLINE
registration.jackhirose.com

 EMAIL
registration@jackhirose.com

 PHONE or FAX
 See numbers below right

 MAIL
 See address below right

3 WAYS TO SAVE

 **\$10 OFF**
 ONLINE PROMO CODE: NEUFELD10
registration.jackhirose.com

 **\$20 OFF**
 EARLY BIRD DISCOUNT
 Deadline: November 11, 2019

 **UP TO \$60 OFF**
 GROUP DISCOUNTS
 See Step 3 for Savings & Fees.

HOTEL & ACCOMMODATIONS

DOUBLETREE BY HILTON WEST EDMONTON

16615 109th Avenue NW

RATES (JUNE, APRIL & MAY RATES)

• Deluxe 2 Queen - \$152.00 plus tax • 1 King Suite - \$172.00 plus tax
 Rates are based on single or double occupancy. A \$15.00 charge will apply for each extra adult. Maximum occupancy is 4 persons per room.

BOOK BY PHONE (ask for the Jack Hirose & Associates corporate rate)
 • 780.484.0821 or 1.800.661.9804

BOOK ONLINE

• **April – use code JKH or visit:** <http://doubletree.hilton.com/en/dt/groups/personalized/Y/YEGNMDT-JKH-20190428/index.jhtml>

• **May – use code JCK or visit:** <http://doubletree.hilton.com/en/dt/groups/personalized/Y/YEGNMDT-JCK-20190526/index.jhtml>

• **June – use code JHJ or visit:** <http://doubletree.hilton.com/en/dt/groups/personalized/Y/YEGNMDT-JHJ-20190602/index.jhtml>

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.

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.

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. 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 business days or more prior to the event. For cancellations less than 14 business 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. Please note, replacements are subject to a \$25 administrative fee. For a printed out name badge, certificate, and to minimize confusion at check-in, please contact the office 14 business days prior to the event to notify us of this replacement. Please include the original registrant's full name, the replacement's full name, and the replacement's contact information (including an email address). Please double check your spelling. Alternatively, please have your replacement notify the on-site coordinator at check-in if you are unable to contact the office prior to the start of the event.

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. 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.

PLEASE REVIEW OUR PRIVACY POLICY: WWW.JACKHIROSE.COM



Complete & Return with Payment:

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 North Vancouver, BC, Canada
 V7H 0A6

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 TF 1 800 456 5424
 E registration@jackhirose.com