

REGISTRATION FORM

Ottawa Workshop | Fall 2019

2 DAY INTENSIVE: SMART BUT SCATTERED

Strengthening Executive Skills to Promote School Success

PEG DAWSON | OTTAWA, OCTOBER 30 & 31, 2019

“Great presenter with a realistic, positive approach, who drew capable on her experiences. I was certainly glad I attended today’s session!”

STEP 1 – CONTACT INFO

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

STEP 2 – SELECT WORKSHOP & APPLICABLE FEE

Fees do not include tax (13% HST)	INDIVIDUAL	GROUP 3-7	GROUP 8-14	GROUP 15+	FT STUDENT †
2 Day Intensive: Smart But Scattered - Peg Dawson Ottawa October 30 & 31, 2019					
Early Bird (Before October 16)	<input type="checkbox"/> \$449	<input type="checkbox"/> \$429	<input type="checkbox"/> \$409	<input type="checkbox"/> \$389	\$389
Regular	<input type="checkbox"/> \$469	<input type="checkbox"/> \$449	<input type="checkbox"/> \$429	<input type="checkbox"/> \$409	\$409

* Early bird deadline is 14 days prior to the workshop date

† 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)

STEP 3 – PAYMENT | FEES DO NOT INCLUDE TAX (13% HST)

<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



ONLINE PROMO CODE: ONSAVE10
registration.jackhirose.com



EARLY BIRD DISCOUNT
See Step 2 for Deadlines.



GROUP DISCOUNTS
See Step 2 for Savings & Fees.

DISCOUNT RATES

Groups registering by email, phone, fax or mail, must submit all registration forms at once. Full time students (3+ classes per semester) must provide proof of enrolment. Please note, a **\$10.00** administrative fee will apply **per person** for all manual registrations. 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, morning coffee, muffins and refreshment breaks. Lunches are not included.

WORKSHOP AIDE DISCOUNT

Save **\$115** on a one-day workshop, **\$190** on a two-day workshop and **\$290** on a three-day workshop. By working as an assistant to the workshop coordinator, workshop aides will receive a discount for the workshop of their choice. Workshop aides must arrive by 7:00am on all days of the event and be willing to assist at all breaks, throughout the lunch break, and stay 30 minutes after the end of the workshop. Please keep in mind that we can accommodate a maximum of 3 workshop aides per workshop. To apply for the workshop aides program, please email registration@jackhirose.com

CONTINUING EDUCATION CREDITS

We are approved by: 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). For more information on CPA approval, please visit https://cpa.ca/docs/File/Courses/CE_Std_Criteria-2018.pdf. The number of course credits will vary for each event. See the event listing for specific workshop accreditation.

HOTEL & ACCOMMODATIONS

Rates may fluctuate. Please request the Jack Hirose & Associates corporate rate – must be booked one month prior to the workshop date.

OTTAWA

Holiday Inn Ottawa East
1199 Joseph Cyr Street | 613.744.1060

TERMS & CONDITIONS

Our liability is limited to refunds for workshop fees only. Jack Hirose & Associates Inc. reserves the right to cancel an event; please make hotel & travel arrangements with this in mind. In the event of a cancelled workshop, we will issue a full refund for **workshop 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 workshop participants is not permitted at any workshop. Children and unregistered guests are not permitted in the meeting rooms. Seats cannot be shared between individuals. The contact information provided during registration will be added to our mailing list. We will not sell our mailing list or grant access to third parties; you can unsubscribe at any time. To unsubscribe please visit our website.

CANCELLATION POLICY: All cancellations for any workshop, intensive, or conference must be submitted by email at registration@jackhirose.com. Non-attendance at an event will not be grounds for any or partial refund / credit **under any circumstances**. We are sorry, exceptions to this will not be granted.

REFUND OPTIONS:

- 14 business days or more prior to the event: refund, minus a \$40 administration fee
- Less than 14 business days prior to the event: workshop credit, minus a \$40 administration fee
- Less than one full business day prior to the event: no refund or credit under any circumstances will be available.

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. Your name will appear exactly as provided during registration. Please double check your spelling and include your professional name.

RECEIPTS: Sent by email once your 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



jack hirose
& ASSOCIATES INC.
— JACKHIROSE.COM —

Complete & Return with Payment:

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TF 1 800 456 5424
E registration@jackhirose.com