

Mail: 340 Selby Avenue, Ottawa, Ontario, Canada K2A 3X6
 Call: (613) 728-6777 or toll free (800) 665-1809
 Fax: (613) 482-4777
 E-mail: info@davidberman.com

Course Registration

Name _____ Title _____
 Organization _____ Branch _____
 Address _____ Room # _____
 City _____ Province/State _____ Postal Code/Zip _____
 Phone: Work _____ Home (for emergency) _____ Fax _____
 E-mail _____
 E-mail (again, for clarity) _____
 Signature (I agree to all the terms and conditions mentioned on this form.) _____

Course(s): _____ Date: _____

Please note any accessibility challenge we can help accommodate: _____

Please note any dietary restrictions we should take into account: _____

Payment:
 Each 1-day course is \$495 plus \$64.35 HST. Morning Only of Afternoon Only is \$249 plus 32.37 HST.
 Not-for-profit and group discounts (at least 3 people) available.
 Course fee includes continental breakfast, full lunch, snacks and beverages throughout.

Total fees: \$ _____ **Coupon Number:** _____

Payment Method:
 Credit card: Visa American Express Mastercard
 _____ Name on Card _____ Card # _____ Expires ____/____/____
 Cheque (payable to David Berman Communications... please mail or courier this form with your cheque)
 Bill my organization (for government or approved credit), attention:
 _____ Signature of authorizer _____ Purchase order # (if applicable): _____
 Paypal

Changing Minds If we receive a written cancellation at least 14 business days before the course, we can refund in full, less a \$29 enrollment charge. If we receive written cancellation at least 5 business days prior, we provide full credit toward a future similar course we host. Otherwise, we charge the full fee. Telephone registration counts as a committed registration. You can switch attendees at any time. We reserve the option to substitute presenters. Should we find we must postpone or cancel a course, our liability is limited to the course fee only: we will not be liable for travel, lodging or any other expenses.

Confirming After registration, we will add you to our e-mail mailing list and send a reminder of the schedule and location. If the reminder does not arrive, you are still registered.

Advice Course days start at 9:00a.m. and end by 4:30p.m. Check in between 8:30a.m and 8:45a.m. Since meeting room temperatures vary, consider layered clothing. Continuing education which maintains or improve professional skills can be tax-deductible and/or may be recognized by your professional board: contact them for details.

Please copy this form if registering more than one person. If you register by phone, we still need to receive this form before the event.