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 Call: 613 728-6777 or toll-free 1 800 665-1809  
 Fax: 613 482-4777  
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# Course Registration

This document is inaccessible: for an accessible version go to [www.davidberman.com/register](http://www.davidberman.com/register) or call 1 800 665-1809 to register over the phone.

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

<b>Course(s):</b>	<b>Date:</b>

Please note any accessibility challenge we can help accommodate: \_\_\_\_\_

Please note any pet allergy or dietary restrictions we should take into account: \_\_\_\_\_

**Payment:**

See [www.davidberman.com/register](http://www.davidberman.com/register) for pricing. 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
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**Payment Method:**

**CREDIT CARD:**     Visa (our favourite)     American Express     Mastercard

NAME ON CARD \_\_\_\_\_

CARD NUMBER	EXPIRES (MONTH/YEAR)	/																				
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**CHEQUE** (payable to David Berman Communications... please mail or courier this form with your cheque)

**PAYPAL**

**BILL MY ORGANIZATION** (for government or approved credit), attention: \_\_\_\_\_

SIGNATURE OF AUTHORIZER	PURCHASE ORDER NUMBER (if applicable)
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**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 emailing 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 9:00 am and end by 4:30 pm. Check in between 8:30 am and 8:45 am. 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.