Mail: 340 Selby Avenue, Ottawa, Ontario, Canada K2A 3X6
Call: 613 728-6777 or toll-free 1 800 665-1809
Fax: 613 482-4777
Email: info@davidberman.com

Course Registration

Accessible equivalents to this PDF:
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
Phone: Work | Home (*for emergency*) | Fax
Email
Email (*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 pet allergy or dietary restrictions we should take into account:

Payment:

See 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

Payment Method:

❍ **Credit Card:** ❍ Visa (our favourite) ❍ American Express ❍ Mastercard

NAME ON CARd

CARd NuMBER | | | | | | | | | | | | | | | | EXPiRES (MONTH/yEAR) /

❍ **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*)

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.

c \forms\CourseRegistrationForm2012-en.indd updated February 2012.

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