

## IMPORTANT: READ ME FIRST!

1. Complete one form per full Conference or single day registration.
2. If you are attending the full Conference, tickets to social functions are included in the price. Add extra tickets only if you are purchasing additional tickets or not attending the full Conference and wish to attend the social events only. Fill in name of ticket holders in the provided section.

## HOW TO REGISTER:

Please complete this form and send together with payment information to:

Email: [camila@csae.com](mailto:camila@csae.com)

Mail: **Canadian Society of Association Executives**

**10 King Street East, Suite 1100 - Toronto, ON M5C 1C3**

Fax: **416.363.3630**

Questions? Contact Camila Farah at 416.363.3555 ext. 245

## MAIN DELEGATE INFORMATION

**ALL information regarding the CSAE Conference & Showcase will be sent only to the address listed below.**

### Contact Information

Membership number (if applicable): \_\_\_\_\_ Designation(s): \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Additional Information

Dietary Restrictions:  LEVEL 1 (Not severe) - Please specify: \_\_\_\_\_

LEVEL 2 (Severe/airborne) - Please specify: \_\_\_\_\_

Accessibility/Other - Please specify: \_\_\_\_\_

This is my first CSAE National Conference & Showcase

Please do not share my contact information

NOTE: If you select this option, you will not receive any correspondence from any supplier including invitations to special events and/or destination or hotel parties which are held throughout the Conference. Our exhibitors and sponsors will receive your contact information. You will not be included on the list of participants.

## EXTRA TICKET HOLDER INFORMATION

**If you have purchased a Social Bundle or extra tickets, please provide the following information, if ticket holder is not the Main Delegate noted above.**

### Contact Information

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

### Additional Information

Dietary Restrictions:  LEVEL 1 (Not severe) - Please specify: \_\_\_\_\_

LEVEL 2 (Severe/airborne) - Please specify: \_\_\_\_\_

Accessibility/Other - Please specify: \_\_\_\_\_

Level 1 Corporate Sponsor:



Level 2 Corporate Sponsors:



CONFERENCE FEES		Early Bird Save \$100* By June 30, 2018	Regular Rate After July 1, 2018	TOTAL
FULL CONFERENCE REGISTRATION Includes ALL social events and ALL education sessions	Member	\$795	\$895	\$
	Non-Member	\$1,050	\$1,150	\$
Register multiple full conference attendees from the same organization and SAVE with new bundle pricing. Discounts will apply to additional full conference registrations as follows: First registration will be at full price, 2nd through 4th registrations receive a 10% discount, the 5th and any additional registrations receive a 20% discount.				

SINGLE DAY PASSES		Regular Rate	TOTAL
DAY 1 REGISTRATION - Wednesday, October 24 Includes Opening Ceremonies, AGM Lunch and Welcome Reception	Member	\$399	\$
	Non-Member	\$449	\$
DAY 2 REGISTRATION - Thursday, October 25 Includes Showcase Breakfast and does NOT include Gala	Member	\$299	\$
	Non-Member	\$349	\$
DAY 3 REGISTRATION - Friday, October 26 Includes The Final Act and Closing Lunch	Member	\$299	\$
	Non-Member	\$349	\$

Will you be attending all social events included in your registration?  YES  NO. I will only attend: \_\_\_\_\_

EXTRA/SOLO TICKETS - All included in the full conference registration. Please specify name of ticket holder(s) on front page.	Quantity	TOTAL
AGM Lunch - Wednesday, October 24		\$75
Welcome Reception - Wednesday, October 24		\$100
Showcase Breakfast and Keynote - Thursday, October 25		\$75
Final Act and Closing Lunch - Friday, October 26		\$100
Social Bundle Includes AGM Lunch; Welcome Reception; Showcase Breakfast and Keynote; Gala Reception and Dinner; Final Act and Closing Lunch		\$450

**METHOD OF PAYMENT:**

Cheque (payable to CSAE)  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Subtotal	\$
(10% off) Available for 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> delegates of the same organization	-\$
(20% off) Available for 5 <sup>th</sup> + delegates of the same organization	-\$
13% HST #R106866890	\$
<b>TOTAL AMOUNT DUE</b>	\$

**LEGALITY:** CSAE will take photographs and video at the CSAE 2018 Ottawa Conference and Showcase and utilize them in CSAE news or promotional material whether in print, electronic, or other media, including the CSAE website and social channels. By participating in the CSAE Conference & Showcase 2018, you grant CSAE the right to photograph, record (on digital, video, film, tape, or otherwise), and distribute you and use your name for such purposes, and to edit same at the CSAE's discretion. By registering for the CSAE 2018 Ottawa Conference and Showcase I agree and acknowledge that I am undertaking participation in CSAE events and activities as my own free and intentional act and I am fully aware that possible physical injury may occur to me as a result of my participation in these events. I give this acknowledgement freely and knowingly and that I am, as a result, able to participate in CSAE events and I do hereby assume full responsibility for my own well-being. I also agree not to allow any other individuals to participate in my place unless full registration transfer has been completed prior to the Conference start.

**CANCELLATION POLICY:** A cancellation fee of \$200.00 for each cancelled registration will apply until September 30, 2018. No refunds after this date. Deferrals are not permitted. Substitutions are accepted without penalty, in writing to events@csae.com, up to Friday October 19, 2018. CSAE will adhere to the member/non-member fee differential. Tickets to social events are not refundable.