

2019 OCSA Annual Conference - October 23 & 24
 Hilton Suites Toronto/Markham
 8500 Warden Avenue, Ontario L6G 1A5



Step 1. Delegate Information – please PRINT

Name _____

Title _____

Organization _____

Address _____

City _____ Province _____ Postal Code _____

Phone () _____ Fax () _____

Email _____

OCSA Member/Leadershift Graduate **Yes** **No**

Step 2. Conference Packages and Fees – You may choose a Full Conference package or One Day Only Daily Conference package. Please see individual package descriptions and indicate your choice below.

Full Conference: Full Conference Registration includes all workshops, plenary sessions, social events, conference meals and coffee breaks and tradeshow.

	OCSA Member/Leadershift Graduate Fee	Non-Member Fee
Full Registration Early Bird Until July 31, 2019	<input type="checkbox"/> \$569.00	<input type="checkbox"/> \$699.00
Full Registration after July 31, 2019	<input type="checkbox"/> \$669.00	<input type="checkbox"/> \$799.00

One Day Only Daily Conference: One Day Registration includes all daily workshops, plenary sessions, conference meals and coffee breaks, and tradeshow (Wednesday Only).

	OCSA Member/Leadershift Graduate Fee	Non-Member Fee
One Day Registration Early Bird Until July 31, 2019	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$350.00
One Day Registration after July 31, 2019	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$400.00

Please indicate which day you will be attending:

- I will attend Wednesday, October 23*
- I will attend Thursday, October 24*
- I am not sure at this time which day I will attend*

How to Register

Please complete this form and fax to 416-256-3021

To help us avoid food waste, please indicate if you plan on joining us for the Wed. night dinner

I will attend the Wednesday evening Social Event: Yes No

Additional Social Tickets: The Wednesday Evening Social is included with Full Registration only.
Use this section to reserve additional dinner event tickets for yourself or a guest.

Social Guest	<input type="checkbox"/> \$75.00	Name of Guest: _____
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Please list any dietary restrictions: _____

Step 3: Final Payment

Registration		\$ _____
Additional Social Tickets	+	\$ _____
Total Payment	=	\$ _____

I am paying by (check one):

Cheque payable to "OCSA" Visa MasterCard

Card Number _____

Exp. Date _____

Name On Card _____

Signature _____

Step 4: Hotel Reservations

The Hilton Suites Toronto/Markham Conference Centre is located at: 8500 Warden Avenue, Markham, Ontario L6G 1A5. This is on the south west corner of Highway 7 & Warden. Please visit ocsaconference.com at a later date to reserve your room at a discounted rate.

PAYMENT

Registrations are not final until full payment has been received. Cheques must be made payable to "OCSA" and mailed to OCSA, 970 Lawrence Ave. West, Suite 104, Toronto, ON, M6A 3B6. Completed registration forms with credit card payment may be faxed to 416-256-3021.

CANCELLATION POLICY

Cancellations and refund requests must be made in writing no later than October 1, 2019. A full refund minus \$150.00 administration fee will be issued. Cancellations received after October 1, 2019 are not refundable. Refunds are not issued for "no-shows." Conference organizers reserve the right to cancel or change workshops due to insufficient registration or change in availability.

How to Register

Please complete this form and fax both pages to 416-256-3021

SUBSTITUTION POLICY

If you are unable to attend the OCSA Conference, you are welcome to send a colleague in your place. There is no fee to make this change up to October 1, 2019 provided you email us at conference@ocsa.on.ca **Substitution requests received after October 1, 2019 will incur a \$75.00 processing fee.**

PHOTO USE PERMISSION POLICY

We use photos from the conference in our marketing, publications and presentations. By attending the conference, you acknowledge that you may be photographed and grant OCSA permission to use these images.

If you have questions about registration or would like to receive a receipt, please email: conference@ocsa.on.ca or contact Janice Bedore, janice.bedore@ocsa.on.ca, phone# 1-800-267-6272 ext#224.

How to Register

Please complete this form and fax both pages to 416-256-3021