



ELSA Net Conference 'Fee for Service' Policies

October 17, 2011

Vancouver Convention Centre

Email / Fax Registration:

- *Registration opens on Thursday, June 23rd*
- *Cost is \$135 per person (includes lunch and coffee breaks / light refreshments)*
- Email form to eventcoordinator@elsanet.org OR fax registration form to 604-639-8116.
- We are accepting organization (group) registration for ELSA program staff only (this includes blended 1/3 staff).
- In order to complete the registration process, ELSA Net will require the names and roles (instructor, childcare, support staff, coordinator) of all staff registering from your organization **by September 15**. For early registration (prior to September), and to help us with our planning, please indicate the total number of staff that you anticipate participating per role.
- Initial registration and priority seating will be given to staff of ELSA programs (including blended 1/3 staff). Remaining seating will be open to external candidates and is not limited to ELSA member organizations.
- Upon receipt of your registration request, an invoice will be forwarded to your registration administrator. Payment is due within 3 weeks on receipt of invoice. Seats will be confirmed by ELSA Net only on receipt of full payment.
- Payment is due in advance and is limited to **cheque**, payable to **ELSA Net at #200-5050 Kingsway, Burnaby, BC V5H 4H2**. Registration and payment will not be accepted on site.
- If any of your staff is unable to attend, we require **1 month** notice in advance of the event to ensure a refund (there will be a \$30 processing fee applied). At any point after this, the amount is transferable (to another participant) but not refundable.

** Please note: There will be NO advance session registration for this conference.