

ELSA Net Training Initiative Policies

Workshop Series:

Program Offerings and Eligibility Requirements

- A series of three hour workshops will be offered multiple times throughout the year. Variables could include location / region and shift (am, pm, evening or a combination).
- 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.

Registration / Payment Policy

- Registration Forms will be distributed to ELSA coordinators at minimum four weeks in advance of an event. Form can be emailed to eventcoordinator@elsanet.org OR faxed to (604)639-8116
- The fee schedule for a particular workshop series event will be based on multiple factors. Primary considerations will include whether the event is outside the Lower Mainland basin (which includes the Fraser Valley) – which would add on presenter travel costs, and whether it is a half day with coffee break, or a full day that includes lunch.
- In our training initiative, ELSA Net is offering region-specific but not organization-specific workshops.
- Upon receipt of your registration request, an invoice will be forwarded to your school administrator and a hold will be placed on the seat. Payment is due within 3 weeks on receipt of invoices, and at that point the seat is confirmed. NOTE: We will be placing a cap on numbers for each event, so early registration is recommended. Depending on level of registration, ELSA Net reserves the right to cancel workshops up to 8 business days in advance of the event.
- 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 a registered participant is unable to attend the event, we require 10 business days notice in advance of the event to ensure a refund (there will be a \$20 processing fee applied). At any point after this, the amount is transferable (to another participant) but not refundable.