Professional Training Registration Form

Contact Information

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<th>Name</th>
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<tr>
<td>Department, Agency or Company</td>
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<tr>
<td>Student Number if applicable</td>
<td>(required for Student registration)</td>
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<tr>
<td>Street Address</td>
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<td>City, Prov., Postal Code</td>
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<td>Home Phone &amp; Fax</td>
<td>Tel:</td>
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<td>Work Phone</td>
<td>Fax:</td>
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<td>E-Mail (work &amp; personal)</td>
<td>Work:</td>
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<td>Personal:</td>
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If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association would you like to receive email announcements on future training programs? Yes / No.
If yes please circle or highlight your preferred email address above.

Program

11th Annual Practical Certificate in International Social Protocol
- Networking, Cocktail and Dining Etiquette -

- 1-Day Workshop – 10 AM to 4 PM Monday, October 22, 2018 - Carleton University

Featured Instructor: Margaret Dickenson

Fees

Please check one of the following options:

- Student (includes currently enrolled Full or Part time students at a recognized post-secondary institution in Canada) or International Social Protocol certificate holder up-grade $150 + HST = $169.50
- Carleton University Staff, Alumni, NPSIA-PT&D Alumni and members of the Ottawa Diplomatic Association and their spouses $300 + HST = $339.00
- Early registration – up-to September 28, 2018 $350 + HST = $395.50
- Regular registration – after September 28, 2018 $400 + HST = $452.00

Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)
Room 2118 Dunton Tower
Carleton University
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: npsia-ptd@carleton.ca

Payment and refunds:

Refund policy: Registration fees for this workshop are refundable up-to 10 business days before the start of training less $50.00 + HST for administration. This policy does not apply to Corp. Training Agreements.

Cancellation policy: NPSIA-PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.