



Professional Training Registration Form

Contact Information

Name		
Department, Agency or Company		
Student Number if applicable (required for Student registration)		
Street Address		
City, Prov., Postal Code		
Home Phone & Fax	Tel:	Fax:
Work Phone		
E-Mail (work & personal)	Work:	Personal:

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 <u>International Social Protocol certificate holder up-grade</u>	\$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.