



## Registration Cost per Delegate

### (Must be paid in Canadian funds)

- **\$350** - early bird special (paid registrations must be received by **August 24, 2018**); or,
- **\$400** - regular rate

Please complete the registration form and note that payment must accompany registration form.

## Registration Policy

Payment must be attached to the registration form in order to be processed. **You will not be fully registered until payment is received.**

Please note that **we will not invoice under any circumstance** – if your organization requires an invoice in order to process the payment, use the completed registration form as your invoice.

The conference makes every effort to provide a healthy, appealing menu for all meal functions. If you require a special meal or meal exceptions, please advise the Registrar when registering.

**Please ensure you select your session preferences as the sessions are listed on delegates' nametags.** If sessions are full, priority will be given to delegates who signed up for that session – all delegates not signed up for that session will be asked to leave and attend another session.

You will be issued a written confirmation of your paid registration. **This confirmation is your receipt.**

## Registration Deadline

All paid registrations must be received by **September 21, 2018**.

## Payment Methods

- **Payment by cash** - must be paid in person.
- **Payment by cheque** - make cheque payable in Canadian funds to “**Disaster Management Conference**”. Mail registration form and payment to:  
Manitoba Disaster Management Conference  
PO 70044 Kenaston PO  
Winnipeg MB R3P 0X6
- **Payment by credit card can only be made if you register online**, paying through PayPal (you can

sign up as guest if you do not have a PayPal account). Follow the steps on our website:

[www.manitobadisastermanagementconference.org](http://www.manitobadisastermanagementconference.org)

### **Registrar Contact Information**

If you have any questions or concerns regarding the registration process, please contact the Registrar, Sara Wiebe, at [Registration@ManitobaDisasterManagementConference.org](mailto:Registration@ManitobaDisasterManagementConference.org).

### **Cancellation / Substitution Process**

Cancellations must be requested **in writing to** [Registration@ManitobaDisasterManagementConference.org](mailto:Registration@ManitobaDisasterManagementConference.org) **prior to September 21, 2018**, and will each be subject to a \$50 administration fee. **No refunds will be given after this deadline (no exceptions).**

Substitutions may be made at any time without penalty. Please notify the Registrar of the substitution as soon as possible.

### **Registration Desk**

Delegates must present themselves at the Registration Desk in order to receive their registration packages. Registration packages will be released only to the individual whose name appears on the nametag (in the event that the registered delegate is unable to attend, a substitute may be made and a new nametag will be issued by the Registrar at the Registration Desk).

**Registered delegates, speakers and sponsors must wear their nametags for access to all conference functions.**

### **Parking**

There is free and ample parking at Canad Inns – Polo Park.