

# OEA - McInnes Cooper 9<sup>th</sup> Employer Conference 2017 Registration Form

Registrant's Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Registrant's Email: \_\_\_\_\_

\*Please check off the session(s) you will attend. Lunch is included each day in registration fee.

### Employer Conference – Day One Only – November 14, 2017

Location: Lord Nelson Hotel, 1515 South Park Street, Halifax, NS  
 Time: 8:30 a.m. Coffee/Doors Open  
 8:45 a.m. - 4:30 p.m.

#### November 14, 2017 only

##### Fees per Person:

Early Bird: \$300.00 plus HST by October 14/17  
 Regular Rate: \$335.00 plus HST from October 15/17

### Employer Conference – Day Two Only – November 15, 2017

Location: Lord Nelson Hotel, 1515 South Park Street, Halifax, NS  
 Time: 8:30 a.m. Coffee/Doors Open  
 8:45 a.m. - 4:30 p.m.

#### November 15, 2017 only

##### Fees per Person:

Early Bird: \$300.00 plus HST by October 14/17  
 Regular Rate: \$335.00 plus HST from October 15/17

### Employer Conference – Both Days – November 14-15, 2017

Location: Lord Nelson Hotel, 1515 South Park Street, Halifax, NS  
 Time: see above

#### November 14-15, 2017

##### Fee per Person:

Early Bird: \$550.00 plus HST by October 14/17  
 Regular Rate: \$600.00 plus HST from October 15/17  
 (This is a single/individual registration - no replacements/combining is permitted – fee is one individual's registration)

### Conference Registration Information

**Early Bird Rates Apply up to October 14, 2017 and Regular Rates from October 15, 2017.** Please note we cannot guarantee registration over the phone, without payment. Receipts for payment will be available at the Conference. Please do not contact McInnes Cooper to Register. All registrations must be completed through Employer Advisor Nova Scotia (OEA). **Amount of Registration fee is based on payment date (regardless of when registration form received).** Please refer to **Education Cancellation Policy** or call OEA at 902.442.9364 for more information regarding registration. Individual's registration presumes your agreement with the Education Cancellation Policy of OEA NS.

**Payment Methods:** Please be advised payment can be made by Canadian Funds Money Order, Cheque or Cash. OEA NS cannot accept *Paypal*, Credit Cards or Debit payments. HST (15%) applies to all payments.

Please return this page as well as page 2, to OEA NS for your registration.

**To Register:**

Email Your Registration Form to: [info@oceans.ca](mailto:info@oceans.ca) and Mail Payment to Address Below

Or

Complete this Form and Mail with Payment to:

**Employer Advisor Nova Scotia Society**

**Attention: Employer Conference 2017**

**36 Brookshire Court, Suite 14**

**Bedford, Nova Scotia B4A 4E9**

**Hotel Information**

A block of rooms has been reserved for conference attendees at a preferred rate of \$129.00/night. Reservations may be made by calling the hotel at: 1-800-565-2020 or by email to: [ask@lordnelsonhotel.com](mailto:ask@lordnelsonhotel.com). For all reservations, quote the group ID# 38642 or the meeting name: OEANS Meeting. Reservations can also be made directly on the hotel website and following the link to access the group reservation page: OEANS Meeting. Rooms will be available for booking online until Monday October 16, 2017. After this, reservations will be accepted based on availability. Check in time is 3:00 pm and check out is 12:00 pm. Parking is available in the hotel's underground parkade. It is the attendee's responsibility to make their reservation and pay all applicable costs.

**Registration Fee:**

Conference Rate: \_\_\_\_\_ + HST: \_\_\_\_\_ = \_\_\_\_\_  
15% Total Payable

Cheque or Money Order Enclosed with Registration Form

Registration Form only at this time and payment to follow

Please return this page, as well as page one to OEA NS for registration.

## ***OEA NS Education Cancellation Policy***

### Registration Information

- Registration for all training is on a first-come, first serve basis and must be accompanied by full payment.
- Registration and payment must be received five (5) working days prior to the program date.
- When a program has reached its registration limits a waiting list will be generated. In the event of another registrant's cancellation, the next person on the waiting list will be contacted.
- Registration includes: program materials and break refreshments. For full day and "lunch and learn" programs the registration fee includes a light lunch.

### Cancellation Policy

- Cancellations for regular scheduled training must be received no later than 10 working days prior to the program date to be eligible for a 75% refund of registration fees.
- Cancellations for conference programs must be received no later than 20 working days prior to the conference's first date to be eligible for a 75% refund of registration fees.
- Conference registrations cannot be cancelled and put towards a credit for regular training registrations.
- No refunds will be issued after this date.
- If you register for the program and do not attend you are liable for the full registration fee unless you cancel according to the terms stated above.
- For regular scheduled training, if you are unable to attend, after registering, you may send a substitute up to and including the day of the program. Please provide the substitute's name to our office in advance.
- OEA NS reserves the right to cancel any program and will, in such event, issue a full refund to registrants/payee. Every effort will be made to give registrants a reasonable notice of cancellation.
- No liability is assumed by the organization for changes in program dates, content, speakers or venue.

### Privacy Policy

All personal information collected will be kept strictly confidential unless otherwise specified. Personal information will not be sold, or otherwise disclosed unless consent has been provided.

### Intellectual Property

Materials used in the delivery of the continuing education program are provided to OEA NS for use by employers. Unless as otherwise noted, these materials are the subject of copyright ownership. Infringement of copyright and other intellectual property is strictly prohibited.

### Disclaimer

OEA NS makes no warranties or representations, express or implied, including without limitation, conditions of merchantability, or fitness for a particular purpose of the information and materials provided by OEA NS. The continuing education program may contain information provided by third –party sources. Efforts have been made to ensure the accuracy of the information provided. No warranty, express or implied, is offered as to the accuracy of the information available.

***For more information contact OEA NS***

***Email [Info@oeans.ca](mailto:Info@oeans.ca)***

***Phone: (902) 442-9366***