



CCA WEBINAR (Winter 2019) REGISTRATION FORM

To register: Please complete this form, and return to cca@archivescanada.ca or via fax 613-565-5445. Payment must accompany the registration. Detailed instructions for accessing the webinar and background readings will be sent to all registrants in an email once processing has been completed. Any eligible discounts will be applied when your payment is processed by our accounting dept.

Last Name	First Name	Institution/Organization
Phone Number	Fax	Email Address

An Introduction to Copyright for Archives with Nancy Marrelli

February 12, 13 & 14, 2019 from 12:30pm to 3pm ET (\$335)
or
 March 4, 5 and 6, 2019 from 12:30pm to 3pm ET (\$335)

Please indicate how many additional colleagues from your institution (excluding you) will attend the session: _____
(\$95 per person for up to 2 additional participants, includes all three days)

Preserve and Protect: Archives Security Webinar with Iona McCraith

February 28, 2019 from 1pm to 2:30pm ET (\$165)
or
 March 19, 2019 from 1pm to 2:30pm ET (\$165)

Please indicate how many additional colleagues from your institution (excluding you) will attend the session: _____
(\$50 per person for up to 2 additional participants)

Archival Appraisal Webinar with Theresa Rowat

February 21, 2019 from 1pm to 2:30pm ET (\$165)
or
 March 12, 2019 from 1pm to 2:30pm ET (\$165)

Please indicate how many additional colleagues from your institution (excluding you) will attend the session: _____
(\$50 per person for up to 2 additional participants)

Please note that up to two secondary registrants are permitted per primary registration. Primary and secondary registrants must be from the same institution.

PAYMENT INFORMATION:

Credit Card (Visa or MasterCard) – An invoice will be sent via Square containing a link to a secure payment page

Contact Name: _____

Email: _____

Please note that to defray the cost of processing, a \$5 credit card fee will be added to your final total (\$10 fee for An Introduction to Copyright for Archives)

Cheque - Make cheques payable to Canadian Council of Archives
Send to 130 Albert Street, Suite 1912, Ottawa, ON K1P 5G4

Invoice my Institution Contact Name: _____

Email or postal address: _____

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- **Cancellation Policy:** Cancellations up to 3 days in advance of webinar will receive a refund, less a 25% as cancellation fee. After that date, there are no refunds; however a credit, less a 25% cancellation fee, will be granted towards a future CCA webinar. All credits will expire if not used within 18 months. “No shows” forfeit the full registration fee and no refund will be provided.
 - **Credit Cards:** CCA is charged a merchant fee per transaction in order to accept credit cards. A \$5-10 fee helps CCA to recover the average cost of the merchant fee.
 - To participate, **registrants will require access to both a telephone and a computer with internet connection.**
 - One telephone and computer access is included for primary registrants and used for additional colleagues attending. For additional computer access and telephone access, please contact cca@archivescanada.ca to arrange. Cost is \$20 per access point (e.g. \$40 to add one computer and one telephone access point for a colleague).
 - In order to provide registrants with the most effective and interactive experience, registration is limited in each Webinar.