

Pride and Recognition Conference
Hôtel du Lac Carling, Grenville-sur-la-rouge, Quebec
November 29 to December 1, 2005

Registration Form
REGISTER NOW (First come first served!)

Personal information (please write legibly – this information is mandatory)

Name

Title

Department / Agency

Address

City Province Postal code

Telephone Fax

E-mail address

Do you require charter bus service from Ottawa to Lac Carling? Yes No

Do you have special needs? Yes No If yes, please specify:

Fees for conference participants

The registration fees for the conference include the following: return charter bus service from Ottawa, clinics, workshops, refreshment breaks, breakfasts, lunches and dinners. Fees for transportation other than the charter bus must be covered by your department or agency. Participants are responsible for covering their accommodation costs and making their hotel reservation.

Registration fee for the entire conference (3 days): \$499

The following payment information is mandatory:

Contact person at Financial Services _____

Telephone number _____ Organization code _____

Reference code _____ Department number _____

Reimbursement policy

- For cancellations received in writing before **November 10, 2005**, a full reimbursement will be issued.
- A \$100 administration fee will be charged for cancellations received in writing between November 10 and November 28, 2005.
- Reimbursements will not be issued for cancellations received after **November 28, 2005**.

Room reservations at the Hôtel du Lac Carling

Attached you will find a form to help you reserve your hotel room. Please complete that form and return it by fax to 450-533-9197 as soon as possible to ensure your reservation at the hotel. Note that if you have special needs and/or allergies, it is important to indicate them on the reservation form.

The room rate (\$95 per night) includes access to various Hôtel du Lac Carling services, namely, the health centre (note that spa services, massages and therapeutic baths require reservations 72 hours in advance and involve additional charges), pool, whirlpools, sauna, exercise room, and indoor tennis, squash and racquetball courts. Weather permitting, you can also go cross-country skiing, snowshoeing, skating and hiking free of charge. It is suggested that you bring sneakers and comfortable clothing for exercising or doing outdoor activities. For further information, please visit the site www.laccarling.com.

To register for the conference: (All registrations must include the payment information)

FAX to: Chantal Hubert, (613) 943-5520

OR MAIL to: Chantal Hubert, 122 Bank Street, 3rd floor, Ottawa, Ontario K1A 0R3

All registrations will be confirmed. For further information, please contact Chantal Hubert by phone at (613) 943-5522 or by e-mail at hubert.chantal@hrma-agrh.gc.ca.

Employee's signature: Manager's signature: