



# 2018 Conference Registration Form

September 26 – 28, 2018

Best Western Wayside Inn, 4103 – 56 Street, Wetaskiwin

Pre-registration/Meet & Greet is on the evening of Sept. 25<sup>th</sup>

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Municipality: \_\_\_\_\_ Email: \_\_\_\_\_

**REGISTRATION FEES – THIS IS YOUR INVOICE FOR PAYMENT:** (Registration fees include all ADOA sponsored activities, meals, gratuity and GST per person) unless otherwise noted for tours.

	Active Member	Associated/Corp Member	Non Member
*Early Bird Registration (Before August 1 <sup>st</sup> )	\$400.00	\$400.00	\$530.00
Regular Registration (Before September 4 <sup>th</sup> )	\$430.00	\$430.00	\$560.00
Single Day Rate	\$200.00	\$200.00	\$200.00
Friday 1/2 Day Rate	\$100.00	\$100.00	\$100.00

**AFTER SEPTEMBER 4<sup>th</sup> – ALL REGISTRATION FEES ARE DOUBLED**

**\* ALL EARLY BIRD REGISTRATIONS WILL BE ENTERED FOR A DRAW TO WIN A SAMSUNG 9.6" GALAXY TABLET**

EXTRA MEAL TICKETS: Breakfast: \$15 \_\_\_\_\_ Lunch: \$20 \_\_\_\_\_ Banquet: \$30 \_\_\_\_\_

**\* Special Dietary Needs or Food Allergies:** \_\_\_\_\_

**Tour Options:**

If you are interested in one of the tours provided (Thursday, Sept. 27<sup>th</sup>), please indicate choice below.

Description of each tour is outlined in the registration booklet. **\*Please note Tour #2 only allows for 50 guests**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Tour#1</b><br>Skyport/Reynolds Alberta Museum | <input type="checkbox"/> <b>Tour #2</b><br>Home Hardware Distribution Centre & Wetaskiwin Co-op Agro Centre (maximum 50) |
|---|--|

TOTAL REGISTRATION FEE INCLUDING ALL OPTIONAL EXTRAS (meals & tours): \$ \_\_\_\_\_

Payments can be made by e-transfer or cheque only.

Cheques can be mailed to:

Alberta Development Officers Association

Executive Assistant: Diane Burtnick Box 164 Sangudo, AB T0E 2A0

Each year a silent auction is held and the funds go to an organization of the Conference Committee's choice. This year the money is going to the City of Wetaskiwin and Town of Millet Food Banks.

A survey for input into the Conference will be supplied to each attendee and available on the Conference App. Draws for a gift certificate will be done from the completed surveys received. The Conference App will be available Sept. 1<sup>st</sup>.

Cancellation Policy: A refund payment will be made to a "Payee" if the ADOA Office receives a written request from the Applicant prior to September 4th, 2018. Beginning September 5th, no refunds will be given. \*A "Payee" would be the Person, Municipality, or Agency that paid an applicant's registration fee.

Attendee Policy: Conference applicants must be prepaid in full and preregistered with the ADOA Office prior to September 4th, 2018. All Active, Associate and Corporate Membership dues must also be in good standing with the ADOA. Applicants that are not pre-registered, prepaid or not in good standing may be refused admittance to, or participation in the conference.

Single Day Rate: The fee for a Single Day Rate includes all ADOA sponsored activities, meals, gratuity & GST for that day and is per person only.

Special Meal Requirements: The ADOA will provide a variety of meal choices throughout the conference. If you have special food requirements, please contact the ADOA Executive Assistant with your requirements. We will advise the hotel catering services. Extra charges may apply.

Family of Attendees: The ADOA cannot accommodate children and non-paid spouses during event hours. Attendees are responsible for any necessary childcare if travelling with family.

**IF YOU REQUIRE ANY ADDITIONAL INFORMATION, PLEASE CONTACT DIANE BURTNICK, EXECUTIVE ASSISTANT: admin@adoa.net**