



“An Introduction to Copyright for Archives” (May 2017) 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

May 15, 16 and 17 from 12pm to 2:00pm EDT (\$295)

Please indicate how many additional colleagues from your institution (excluding you) will attend the session: _____
(\$75 per person, includes all three days)

(Up to three secondary registrants permitted per primary registration. Primary and secondary registrants must be from the same institution.)

PAYMENT INFORMATION:

Credit Card: To defray the cost of processing, a \$5 credit card fee will be added to your final total. Visa MasterCard

Account Number Expiration Date Security Code

Name on Card Signature

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: _____

- **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 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.