

Name of Housing Co-op: _____ Co-op Office Email: _____

Co-op Office Contact: _____ Co-op Phone Number: _____

Co-op Office Hours: _____

Participants Information

Complete the information requested for each participant. Choose one workshop in the morning and one in the afternoon if attending the full day. Select only one workshop if attending for half a day. Photocopy page 2 if your co-op is registering more than 6 attendees.

1 Name: _____
 Email: _____

I have food allergies: _____

I use assistive devices: _____

Morning Workshop – Circle One

A1 *Communication in Action: How to Communicate Effectively*

A2 *Cannabis & Housing: Post-Legalization Check-In*

A3 *Long-Term Financial Planning For Co-Op Communities*

Afternoon Workshop – Circle One

B1 *Thinking of Running for Your Co-op's Board of Directors?*

B2 *The Whole Meeting Package: Planning, Chairing and Minutes*

B3 *Federation – Where Are We Now, and Where are We Going?*

OR I am registering for the IHM Full-Day Session

A4 *Delivering the Message Effectively*

2 Name: _____
 Email: _____

I have food allergies: _____

I use assistive devices: _____

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A4	<i>Delivering the Message Effectively</i>

Fee Calculation Table

Enter the appropriate fee as listed below for each participant and then calculate the total.

Make cheques payable to COCHF and include invoice number. **Early Bird Rates are available until Tuesday March 26th, 2019.**

A. Fee for 1st registration only

	Full day	Half day
COCHF Member	\$135 or \$125 Early Bird	\$90 or \$80 Early Bird
CHF Canada member	\$150	\$110
Non-member	\$250	\$170

B. Fee for 2nd and 3rd registrations

	Full day	Half day
COCHF Member	\$115 or \$105 Early Bird	\$80 or \$70 Early Bird
CHF Canada member	\$130	\$95
Non-member	\$250	\$170

C. Fee for 4th, 5th, 6th and additional registrations

	Full day	Half day
COCHF Member	\$90 or \$80 Early Bird	\$80 or \$70 Early Bird

Youth rate

We are offering a \$80 youth rate for conference participants between ages 16 and 30 years old.

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Refer to Fee Calculation Table for each registrant		Participant Registration Fee
A	Participant 1 First Name	\$
	Participant 2 First Name	\$
B	Participant 3 First Name	\$
	Participant 4 First Name	\$
C	Participant 5 First Name	\$
	Participant 6 First Name	\$
	TOTAL AMOUNT PAYABLE	\$

Cancellation Policy for Education Conferences:
 COCHF must be notified 48 hours before the event for a refund, less a \$20 administration fee.

Proper code of conduct is required of persons attending the event, on behalf of co-op.

Meeting delegates are ambassadors who are representing their housing co-operative. As such, conference participants are expected to treat each other with respect, refrain from cross-talking, treat others with respect, and maintain a positive attitude in workshops. Our workshops are about figuring out how your co-op can navigate difficult situations and we rely on participants to focus the workshop conversations constructively.

The federation organizes education conferences on behalf of our member co-ops.

