



Archives and You! Conference

Everything you wanted to know about archives... but were afraid to ask.

**November 27-28, 2009 (with Opening Reception on November 26 at 5 pm)
Holiday Inn Plaza de la Chaudière - Gatineau, Québec**

REGISTRATION FORM - ONE FORM PER PERSON PLEASE.

1 Please print clearly.

First Name: _____

Last Name: _____

Title: _____

Organization: _____

Division: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: () Fax: () _____

Email: _____

The conference will be presented in English and French with simultaneous interpretation available in the plenaries and the lunch.

2 REGISTRATION PACKAGE / FEE

\$129- The registration fee includes:
November 26 - Opening Reception at 5 pm
November 27 - All business sessions, networking breaks, breakfast and lunch
November 28 - Access to the site visits to local archives

\$65 - Students - CCA is pleased to offer a reduced rate to students registered in a full-time program ONLY - student photo I.D. is required.

Tickets

\$40 - Lunch ONLY on Friday, November 27

3 Opening Reception - To help us to plan for the opening reception on Thursday, November 26 from 5 pm to 7 pm, please indicate if you will be joining us.
I will attend yes no

4 SITE VISITS

Please note that we are arranging site visits to various local archives for Saturday, November 28. Additional information will be sent to participants interested.

yes, I am interested in the site visits
 no, I am not interested in the site visits

5 PAYMENT

Cheque - Payable to Canadian Council of Archives
1. Please fax your completed registration form; and
2. Mail your registration form and cheque to the CCA Conference Secretariat at address identified below in Section 8.

Visa or Mastercard

1. Please complete the credit card information below; and
2. Fax your completed registration form.

Card #: _____

Expiry Date: _____

Cardholder Name: _____

Signature: _____

6 CANCELLATIONS / SUBSTITUTIONS

Cancellation of registration should be sent in writing, by fax to 819-827-4630 or by email to conference@archivescanada.ca. Cancellations will be accepted until October 30 for a full refund. A 50% cancellation fee will apply for cancellations received between October 31 and November 6, 2009. No refund for cancellations received after November 7, 2009 and no refund for no-shows at the conference.

7 ACCOMMODATION

A reserved block of rooms is being held under the Canadian Council of Archives (CCA) at the Holiday Inn Plaza de la Chaudière until October 30, 2009 at a rate of \$139/night for single or double occupancy. **RESERVE NOW** by calling the hotel directly at 819-778-3880 or toll free 1-800-567-1926 - please refer to CCA or Canadian Council of Archives when you make your reservation.

8 INFORMATION

CCA Conference Secretariat
Tel: 819-827-5931 or toll-free 1-866-775-1817
E-mail: conference@archivescanada.ca
Address: 40, chemin du Roc Est
Chelsea, Québec J9B 1T1

www.archivesconference.ca

**Fax your completed form to
819.827.4630 or toll-free 1-866-775-9569**