



# 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](mailto: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](mailto:conference@archivescanada.ca)  
Address: 40, chemin du Roc Est  
Chelsea, Québec J9B 1T1

[www.archivesconference.ca](http://www.archivesconference.ca)

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