



# WORKPLACE INVESTIGATION WORKSHOP REGISTRATION FORM

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Food Accommodation (if req'd): \_\_\_\_\_  
 How did you hear about this program? \_\_\_\_\_  
 List of Attendees: \_\_\_\_\_

**Basic Workplace Investigation Techniques**

Feb. 22 & 23, 2010 (Early Bird: Jan. 31, 2010)       May 12 & 13, 2010 (Early Bird: Apr. 30, 2010)       Sept. 22 & 23, 2010 (Early Bird: Jul. 31, 2010)

**Report Writing Workshop**

Feb. 24, 2010 (Early Bird: Jan. 31, 2010)       May 14, 2010 (Early Bird: Apr. 30, 2010)       Sept. 24, 2010 (Early Bird: Jul. 31, 2010)

Early Bird Special (see above for dates)	Fee	Discount	Total	GST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	\$95.00	\$1,700.00	+ \$85.00	= \$1,785.00	_____	_____
Basic Workshop + Report Writing	\$2,095.00	\$110.00	\$1,985.00	+ \$99.25	= \$2,084.25	_____	_____
Report Writing Only	\$400.00	\$20.00	\$380.00	+ \$19.00	= \$399.00	_____	_____
<b>Group Discount (3 or more)</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>GST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	\$55.00	\$1,740.00	+ \$87.00	= \$1,827.00	_____	_____
Basic Workshop + Report Writing	\$2,095.00	\$65.00	\$2,030.00	+ \$101.50	= \$2,131.50	_____	_____
Report Writing Only	\$400.00	\$10.00	\$390.00	+ \$19.50	= \$409.50	_____	_____
<b>Early Bird + Group Discount</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>GST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	\$150.00	\$1,645.00	+ \$82.25	= \$1,727.25	_____	_____
Basic Workshop + Report Writing	\$2,095.00	\$175.00	\$1,920.00	+ \$96.00	= \$2,016.00	_____	_____
Report Writing Only	\$400.00	\$30.00	\$370.00	+ \$18.50	= \$388.50	_____	_____
<b>Standard Fees</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>GST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	N/A	\$1,795.00	+ \$89.75	= \$1,884.75	_____	_____
Basic Workshop + Report Writing	\$2,095.00	N/A	\$2,095.00	+ \$104.75	= \$2,199.75	_____	_____
Report Writing Only	\$400.00	N/A	\$400.00	+ \$20.00	= \$420.00	_____	_____

**Workshop Location**

Osgoode Professional Development  
 1 Dundas Street West  
 Room A, 26th Floor  
 Toronto, Ontario M5G 1Z3  
 Tel: 416.597.9724  
 Tel: 1.888.923.3394 (outside the GTA only)  
 Fax: 416.597.9736

**Time**

Basic Workplace Investigation Techniques  
 9:00 AM – 4:00 PM  
 Report Writing Workshop  
 9:00 AM – 12:00 PM

**Payment**

**Total # of Attendees** \_\_\_\_\_ **Total Cost** \_\_\_\_\_  
 Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Cheque \_\_\_\_\_ (make payable to Rubin Thomlinson LLP)  
 Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_  
 Signature: \_\_\_\_\_

**Mail registration form and payment to:**

Rubin Thomlinson LLP  
 20 Adelaide Street East, Suite 1104  
 Toronto, ON M5C 2T6  
**OR** Fax to: 416-847-1815 **OR** Call: 416-847-1814

Lunch will be provided at all workshops (excluding Report Writing)

**PAYMENT MUST BE RECEIVED AT TIME OF REGISTRATION**

Cancellation and Refund Policy: Once your registration has been completed, we will not be able to transfer your registration to a future session. Substitution of participants is permissible without prior notification. If you are unable to find a substitute, please notify Rubin Thomlinson LLP in writing no later than 10 business days prior to the session date and your registration fee will be refunded in full, less a 15% service charge. No refunds will be given for cancellations received less than 10 business days prior to the training date. Rubin Thomlinson LLP reserves the right to cancel any training session it deems necessary and will, in such event, make a full refund of any registration fee, but will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by Rubin Thomlinson LLP for changes in program date, content, speakers, or venue.