

# 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**

April 17 & 18, 2012  
 (Early Bird: March 26, 2012)

**Report Writing Workshop**

April 19, 2012  
 (Early Bird: March 26, 2012)

Early Bird Special (see above for dates)	Fee	Discount	Total	HST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	\$195.00	\$1,600.00	+ \$208.00	= \$1,808.00	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$245.00	\$2,250.00	+ \$292.50	= \$2,542.50	_____	_____
Report Writing Only	\$850.00	\$50.00	\$800.00	+ \$104.00	= \$904.00	_____	_____
<b>Group Discount (3 or more)</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>HST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	\$55.00	\$1,740.00	+ \$226.20	= \$1,966.20	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$65.00	\$2,430.00	+ \$315.90	= \$2,745.90	_____	_____
Report Writing Only	\$850.00	\$25.00	\$825.00	+ \$107.25	= \$932.25	_____	_____
<b>Early Bird + Group Discount</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>HST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	\$250.00	\$1,545.00	+ \$200.85	= \$1,745.85	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$310.00	\$2,185.00	+ \$284.05	= \$2,469.05	_____	_____
Report Writing Only	\$850.00	\$75.00	\$775.00	+ \$100.75	= \$875.75	_____	_____
<b>Standard Fees</b>	<b>Fee</b>	<b>Discount</b>	<b>Total</b>	<b>HST</b>	<b>Total/Person</b>	<b># of Attendees</b>	<b>Total</b>
Basic Workshop	\$1,795.00	N/A	\$1,795.00	+ \$233.35	= \$2,028.35	_____	_____
Basic Workshop + Report Writing	\$2,495.00	N/A	\$2,495.00	+ \$324.35	= \$2,819.35	_____	_____
Report Writing Only	\$850.00	N/A	\$850.00	+ \$110.50	= \$960.50	_____	_____

**Workshop Location**

Rubin Thomlinson LLP  
 20 Adelaide Street East  
 Suite 1104  
 Toronto, Ontario M5C 2T6  
 Tel: 416.847.1814

**Time**

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

**Payment**

**Total # of Attendees** \_\_\_\_\_ **Total Cost** \_\_\_\_\_  
 Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express (AMEX) \_\_\_\_\_  
 Cheque \_\_\_\_\_ (make payable to RT Workplace Training Inc.)  
 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** Email: Seminars@rt-law.ca  
**OR** Call: 416-847-1814

Lunch will be provided at all workshops.

**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 Ruben 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. Ruben 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 Ruben Thomlinson LLP for changes in program date, content, speakers, or venue.



# WORKPLACE INVESTIGATION WORKSHOP

## ATTENDEE CONTACT INFORMATION

ATTENDEE # \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Food Accommodation (if req'd): \_\_\_\_\_

### Basic Workplace Investigation Techniques

April 17 & 18, 2012  
(Early Bird: March 26, 2012)

### Report Writing Workshop

April 19, 2012  
(Early Bird: March 26, 2012)

ATTENDEE # \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Food Accommodation (if req'd): \_\_\_\_\_

### Basic Workplace Investigation Techniques

April 17 & 18, 2012  
(Early Bird: March 26, 2012)

### Report Writing Workshop

April 19, 2012  
(Early Bird: March 26, 2012)

ATTENDEE # \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Food Accommodation (if req'd): \_\_\_\_\_

### Basic Workplace Investigation Techniques

April 17 & 18, 2012  
(Early Bird: March 26, 2012)

### Report Writing Workshop

April 19, 2012  
(Early Bird: March 26, 2012)

### 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 Ruben 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 Ruben Thomlinson LLP for changes in program date, content, speakers, or venue.