



Association of
Canadian Archivists
Association canadienne
des archivistes

Annual Conference Registration Form: June 5 – 8, 2019
Chelsea Hotel - Toronto, ON

Section One: I am a member of: ACA AAQ ARMA or I am not an ACA Member

Name: _____ **Affiliation:** _____

Mailing Address: _____

City: _____ **Prov/State:** _____ **Country:** _____

Code/ZIP: _____ **Phone:** _____ **E-mail:** _____

Section Two: Personal requirements: Is this your very first attendance at an ACA Conference? Yes No

Delegate list: please check this box if you wish to opt-out such that your name will not appear on the list of delegates: opt-out

Dietary restrictions (e.g. allergies) _____

Please indicate any food allergies or other dietary restrictions (e.g. no shellfish, vegetarian) for meal & refreshment services.

Section 3: Registration Fees (please see page 2 for registration information)

Important Dates	Member Rates			Non-Member Rate		
	April 15	May 13	On-site	April 15	May 13	On-site
Full Conference	\$ 418	\$ 472	\$ 522	\$ 664	\$ 750	\$ 800
Single Day		\$ 246	\$ 296		\$ 390	\$ 440
Student		\$ 235	\$ 285			
Guest registration & name	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105

Section Four: Session selection: (please check your choices; see [At-a-Glance](#) for session descriptions. Your session choices assists us with planning room assignments; you are not obliged to attend the session you select.

Day and Time 90-minute time slots	Track A: Trust	Track B: Creators and Other Stakeholders	Track C: The Profession	Track D: Education Sessions * 180 minutes total	
Thursday 11:00 am	3a	3b	3c	*3d part 1 education	capacity 30
Thursday 1:30 pm	4a	4b	4c	4d part 2 education	
Friday 10:30 am	7a	7b	7c	7d education	capacity 30
Friday 2:00 pm	8a	8b	8c	*8d part 1 education	capacity 30
Friday 4:00 pm	9a	9b	9c	9d part 2 education	
Saturday 10:30 am	11a	11b	11c	*11d part 1 education	capacity 20
Saturday 1:30 pm	12 a	12 b	12c	12d part 2 education	



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Section Five: Register for Social Activities* (select the number of tickets (#) you require for each activity); please pre-register to help your Host team

#	Activity	#	Activity	#	Activity
	Conference Orientation, n/c, (limited to first-time delegates, mentors and mentees)		Social Event 1: Film Night at University of Toronto Media Commons Screen Room n/c – capacity 50 people		East – West Ball Game Capacity for transportation 88 people, n/c Please note: baseball diamond IS NOT walking distance
	Welcome Reception, n/c (guests welcome). Charcuterie, cheese, fruit and vegetable platters with a cash bar		Social Event 2: Toronto Noir – Gangster and Gallows Walking Tour \$ 15 cash; capacity 25 people		Social Event 5: Pride Tour – LGBTQ & History in the Village Walking Tour \$ 20 cash; capacity 30 people
	Closing Dinner and Dance \$65.00 per person		Social Event 3: Heritage Toronto tour: The Ward, \$ 20 fee; capacity 25 people		

*ACA reserves the right to cancel an event & refund any fees in the event that the minimum number of registrants is not achieved by April 21, 2019.

Section Six: Payment & Options: HST applies on goods & services delivered in Ontario; GST Registration #106732688

Registration fee payable	
Registered Guest fee payable	
Dinner and Dance ticket(s)	
Subtotal before tax	
13 % HST	
Total Amount Paid	

Please select your preferred method of payment:

a. Click Print and mail the completed form with your Cheque or Money Order payable to **Association of Canadian Archivists**

b. Enter your credit card information, click Print, then sign and fax this form to ACA to pay by credit card:

Card Number: _____ Expiry date: _____

Signature: _____ CVV (3 digits) _____

Name on Credit Card (please print) _____



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Delegation Registration Information

General Registration Information:

[Register online](#) or open this document using adobe. Place your cursor over each input field and click to type or select a response. You can also print this form and complete manually. Send completed registrations to the ACA office, at the address above.

Full payment must accompany all registrations. Cheques should be made payable to the Association of Canadian Archivists and sent to the address shown at the top of this page. [On-line registrations](#) for the conference as well as ACA member application forms are available at www.archivists.ca.

Current ARMA and AAQ members may register at the ACA member's rate and can register [online](#) as well. Contact the office for your promo code. **Included in your Registration Fee:**

- Full registration includes the Welcome Reception, two lunches and daily refreshment breaks.
- One-day registrant: To meet the needs of those unable to attend the entire conference, a single day option is offered. Your 1-day registration includes that day's refreshment services & lunch (as scheduled).

Deadlines:

Early Bird rate until April 15th, 2019
Pre-Registration until May 13th, 2019

Delegates wishing to pre-register for the conference must ensure their registration form and payment are delivered to the ACA office by 3 pm on the date of pre-registration deadline. Late payment will be processed at the On-site rate.

On-site Registration:

After May 13th, the on-site registration rate will apply. On-site registrations are processed at the Conference Registration Desk, Chelsea Hotel, Toronto, Ontario. Delegates registering on-site should can complete their forms onsite and online. Credit cards, cheques and cash can be used when registering on-site.

Receipts:

Registration confirmation and payment is sent to each delegate by e-mail (where we have your e-mail address), or if requested by mail.

Guest Registrant Fee:

Please include this fee if you are bringing a guest who wishes to join you for one or more of the lunches & refreshment breaks, or the Welcome Reception.

Social Activities:

Please check the Social Activities page on the Conference website, <http://www.archivists.ca/content/annual-conference> for activity descriptions, times, locations, costs, where to meet, capacity and any other details.

Session Seating:

Session seating is on a 'first-come' basis. Session rooms are set for the maximum number.

Session Selections:

Indicating your preferred session choices will assist with planning room assignments for each session; you are not obliged to attend the session you select.

For Institutional Members:

If your organization has an institutional membership, you may send a limited number of individuals using the ACA member rate. To take advantage of this rate, all registrations must be received as a single package. Discounts must be applied when registrations are initially processed (not after the fact).

For Non-Members:

Not an ACA Individual Member? The conference period is a great time to join ACA and save! You receive full member privileges immediately; a access to *Archivaria* online, member discounts on programs and publications, membership in the Special Interest Section(s) of your choice, and numerous opportunities for networking with archives and information colleagues across the country. Join now to take advantage of priority registration for the 2019 Conference.

Not an ACA Institutional Member? Join now to have access to the member rates and benefits described above.

For more information about ACA membership benefits and application forms, please visit www.archivists.ca

Contact the ACA: aca@archivists.ca or 613.234-6977