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## IMECC Team Workshop Request Form

Please print clearly

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Centre/Agency: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please select the delivery method:

- In-person Workshop  
 Online Webinar

I would like the following workshop(s):

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(workshop title) (date of workshop) (time)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(workshop title) (date of workshop) (time)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(workshop title) (date of workshop) (time)

Mini Team Workshop Option (teams of less than 10 participants): 20% Discount

**Payment Options (please select one):**

- Credit card       E-transfer       Company cheque

***\*Please see terms and conditions on next page\****

*\* Please submit workshop requests to Tina for registration confirmation: [tina@inspiredmindsecc.ca](mailto:tina@inspiredmindsecc.ca)*

**Workshops include the following:** workshop reflection handouts, course materials, and a "Certificate of Participation"



## Terms and Conditions:

- Signing of the workshop request form and written confirmation of booking from **Inspired Minds ECC Consulting Inc.** confirms the booking. Dates are NOT held without a workshop request form.
- A 50% non-refundable deposit is required to confirm all workshops, conferences, and PLD bookings.
- Final payment is due before the event date.
- Online team workshops are \$550.00 +GST (includes up to 30 participants); each additional participant is \$25.00 +GST.
- 2-hour in-person workshops are \$625.00 +GST (includes up to 20 participants).
- 3-hour in-person workshops are \$725.00 +GST (includes up to 20 participants).
- Each additional participant is \$35 +GST for 2or 3-hour workshop.
- PLDs are \$1400.00 +GST (includes up to 20 participants); each additional participant is \$100 +GST.
- Small team (under 10 participants) Discount: 20%.
- \$100 rescheduling fee will be charged for any rescheduled workshop without 5 days' notice.
- No refund for rescheduled or cancelled events within 5 days of the event booking.
- Prices shown do not include 5% GST.

### Payment Policy

Payments can be made by credit card, e-transfer or company cheque.

Please make all cheques payable to:

Inspired Minds ECC Consulting Inc.

Email: [tina@inspiredmindsecc.ca](mailto:tina@inspiredmindsecc.ca)

Call Tina: 780-991-0523

Signature: \_\_\_\_\_

Date: \_\_\_\_\_