

IPAC Toronto Regional Group Event Registration Tips

1. Do I need to complete a registration form?

Yes, please complete one registration form for each person registering.

2. What are my payment options?

We accept payment by credit card, cheque or money order:

Credit Card

- To pay by credit card (American Express, Mastercard or VISA), complete the registration form and fax it to the number on the registration form. Please save paper and do not use a fax cover sheet. No faxes will be received after 9:30 p.m.
- Note that the credit card charge will not be posted to your card until after the event. The vendor listed on your statement will be the Institute of Public Administration, or some shortened version.

Cheque or Money Order

- To pay with a cheque or money order, complete the registration form and mail it with your payment to the address on the registration form. It should be payable to IPAC-TRG.
- Do NOT courier your form without making prior arrangements with the event organiser.

3. Do I need to include GST and PST in my payment?

No, IPAC-TRG does not charge GST or PST.

4. How do I know I am confirmed to attend an event?

- Registrations will be processed in the order in which they are received.
- They will only be processed when your payment is received.
- Registrations will be confirmed electronically to the email address provided on the registration form. We can only confirm to one email address. The confirmation will include information about transit and parking for the venue. We ask the registrant to bring their confirmation to the event.
- IPAC-TRG events are popular and we often receive more registrations than we can accommodate. We will maintain a waiting list. Names will be confirmed via email as cancellations are received.

5. What is the cancelling policy?

There is no charge if you cancel by the date indicated on the registration form. After this point you are welcome to send a substitute with payment of the appropriate fee.

6. How do I obtain a receipt?

Receipts will be handed out on-site to the registrant. If for some reason you do not attend, it will be mailed to you.

7. When I receive an electronic invitation to an IPAC event does it mean I am a member?

- No, receipt of an electronic event invitation does not necessarily mean you are a member. We can verify your membership status if you are unsure.
- Membership in IPAC is held by individuals not by organizations. Membership is not transferable.
- If you would like to become a member of IPAC, please complete the membership form at: https://www.ipac.ca/join/how_to_join.html

8. Who can I contact for further information?

Kit Chapman at 416-363-6509 x1 or ipac-trg@sympatico.ca