General Information

Full payment is required at the time of registration; otherwise, the registration will not be processed. You will be assigned to the next available workshop in the chosen location and will receive confirmation and the workshop details via e-mail within five business days. If you do not receive an e-mail within five days, contact the CIA Head Office.

Candidates participating in the CIA education system are subject to the Code of Conduct and Ethics for Candidates in the CIA Education System and the associated Policy on Conduct and Ethics for Candidates in the CIA Education System.

Cancellation and Refund Policy

Cancellation and refunds
Send cancellation requests to roxanne.vezina@cia-ica.ca. Cancellations received in writing at least ten business days prior to the workshop are eligible for a full refund less $100. Alternatively, the registration may be deferred to an upcoming workshop. Cancellations received less than ten business days prior to the workshop will not be eligible for refunds or deferrals. No refunds or deferrals will be granted once the workshops has commenced. Special cases due to emergencies will be considered on an individual basis.

Special Requirements

(Provide this page along with your registration details ONLY if any of the following information applies.)

Please indicate any dietary restrictions: □ Vegetarian □ Vegan □ Gluten-free
□ *Other — please specify: ____________________________

*Additional fees might apply for some specific dietary requests.

The CIA is committed to making its events accessible to people with disabilities and complying with the Accessibility for Ontarians with Disabilities Act (AODA).

Please indicate any personal assistive device you will bring to the workshop:

Please indicate which service animal, if any, you will bring to the workshop:

Please indicate if you will be attending the workshop with a support person. Registration of the support person is required—the registration fee is limited to the cost of their food and beverages.

Name of Support Person:

Their E-mail Address:

Please list any other special requirements:

Registration Submission

E-mail: services@cia-ica.ca

Mail: Canadian Institute of Actuaries
1740 - 360 Albert Street
Ottawa, ON K1R 7X7

Contact for questions:
Roxanne Vézina
roxanne.vezina@cia-ica.ca
613-236-8196, ext. 111
### Personal Information

- **Mr.** □ Miss □ Mrs. □ Ms.  
- **Name to be Printed on Badge:**

**Company Name:**

**Company Address:**

**Telephone:**

**E-mail Address:**

### Please indicate which CIA-recognized education provider is your primary source for qualification as a member of the CIA

- □ CAS  □ SOA  □ Other – please specify: __________________

### Code of Conduct and Ethics for Candidates in the CIA Education System

- □ I have read and understood the Code of Conduct and Ethics for Candidates in the CIA Education System.

### Preferred Session

- □ Toronto, ON (October 4, 2019 – English)  □ [TBC - Montréal]

### Registration Options

- **Registration – Toronto or Ottawa (CIA Members and Non-members):** □ $600.00
- **Registration – Montréal (CIA Members and Non-members):** □ $600.00
- **For the Montréal session add 5% GST (106861503rt) and 9.975% QST** □ $89.85
- **For the Toronto or Ottawa session add 13% HST (106861503rt)** □ $78.00
- **Registration of a Support Person.**  □ $125.00

### Total Amount Due (in Canadian Dollars)

$___________________

### Payment Options (Please note: for security reasons, applicants should never e-mail their credit card information)

- □ By cheque (payable to the Canadian Institute of Actuaries)
- □ By phone please call meeting services at 613-236-8196 ext. 111