



IMPORTANT REGISTRATION & CONFERENCE INFORMATION

Registration Deadlines: To qualify for the early-bird registration fee, a complete online registration form and payment must be postmarked or received on or before **August 31, 2019**.

Member Registration Fee: If you are not already a CANO/ACIO member and qualify for membership, you are welcome to join CANO/ACIO for 2019 to take advantage of the reduced member fee for the conference. However, please note that all CANO/ACIO memberships run from January 1 to December 31. Therefore, memberships purchased at the time of conference registration will expire December 31, 2019. To ensure that you receive maximum benefit from your CANO/ACIO membership, we encourage you to join/renew your membership as early as possible in the calendar year. [Click here](#) to join/renew!

Registration Limits: Registration for the 2019 CANO/ACIO Annual Conference will be accepted on a first-come-first-served basis. Receipts will be emailed to confirm your registration. Due to the limited registrations available, all delegates will require written confirmation of their registration acceptance. We encourage you to **register early** and to complete the registration form fully and properly in order for your registration to be processed.

On-Site Registrations: Please note that on-site registration will be available.

Cancellation Policy: For registration fees to be refunded, a written notice of cancellation must be received at the CANO/ACIO Management Head Office by e-mail **no later than August 31, 2019**. The amount of registration fees remitted, minus a **\$75 administrative charge**, will be refunded after the conference. **Registration fees will not be refunded for any reason after August 31, 2019**. Substitutions are accepted, please send written notice of substitutions via email by October 5, 2019.

Conference Workshops and Sessions: Please note that there are no separate fees for workshops held during the conference (i.e. workshop day on October 20). Pre-registration will be required for this workshop day and will be made available in advance of the conference through a direct email to registered delegates. Your registration includes access to CANO/ACIO educational sessions held during the conference, excluding the social event.

Conference Meals: Included in your registration fee are the Sunday evening Welcome Reception and coffee breaks. Other conference meals are, as usual, not included in the conference fees. However, you may receive invitations in the mail concerning events being held in conjunction with the conference, such as educational breakfasts or luncheons hosted by sponsoring companies. (If you would prefer not to receive these mailings, please indicate this in the space provided on page 1 of the conference registration form). CANO/ACIO is not responsible for registration for these events, nor is there any guarantee that all delegates will be accommodated at these sponsored events.

Social Event: On the evening of Tuesday, October 22, conference delegates are invited to participate in a social event. Tickets for this event are **\$85** and include a dinner. The tickets for the social event are available on a first-come-first-served basis. **Cancellation Policy:** Written notice must be received at the CANO/ACIO Management Office by e-mail (cano@malachite-mgmt.com) **no later than October 11, 2019**. The amount of registration paid, minus a \$15 administrative charge, will be refunded after the conference. Registration fees will not be refunded for any reason after October 11, 2019. Substitutions are accepted and do not need to be sent to Head Office. [Click here](#) to purchase your social event ticket!

Accommodation: For the convenience of conference attendees, a limited number of rooms have been reserved at the Delta Hotels by Marriott Winnipeg at a special rate of \$199 + 18.25% prevailing tax for a standard room (single and double). First night deposit will be required by credit card to guarantee each booking. Individual bookings can be cancelled up to 48 hours prior to arrival. The deadline to book your hotel room is **Thursday, September 26, 2019**. Please note that hotel rooms are subject to availability at the time of booking. Information on how to book your hotel room at the conference rate can be [found here](#).

Special Requirements: If you require special arrangements in order to participate in conference activities, please send a written description of your needs along with your registration form.

More Information: For more information please contact

CANO/ACIO Head Office
750 West Pender Street, Suite 301
Vancouver, BC V6C 2T7, Canada
Canada
Tel: 604-874-4322
Fax: 604-874-4378
Email: cano@malachite-mgmt.com.

Conference information is also available on the CANO/ACIO website at www.cano-acio.ca