

## Registration Policies

### Substitution Policy

Registrants unable to attend may send a substitute. If the substitute is not a member, the non-member fee will be required. Substitutions must be made in writing to [fran@dmlink.ca](mailto:fran@dmlink.ca). Substitutions will be accepted until September 15 2012.

Substitutions after September 16 2012 will be accepted only if a company letter authorizing the substitution is presented onsite at the event.

### Cancellation/Refund Policy

Full event registrations, less a \$30 cancellation fee, are refundable if submitted in writing to [fran@dmlink.ca](mailto:fran@dmlink.ca) on or before September 6 2012. Registrations and cancellations received after September 7 2012 are not refundable. If you cancel and are entitled to a refund, please expect the refund within 30 days. Website registrations have payment options of Visa and MasterCard (or by Check on application to [fran@dmlink.ca](mailto:fran@dmlink.ca)). No purchase orders are accepted. All refunds will be issued back to the original payment type.

### Privacy Policy

By registering for the event you are providing permission to receive emails and mailings related to the event. If you wish to opt out of receiving any of these materials you may do so by emailing the ONN conference office at [fran@dmlink.ca](mailto:fran@dmlink.ca)

### Limitation of Liability

The event organizer reserves the right to amend this program, make speaker changes and cancel this event. If the event is cancelled, the organizer shall refund all registration fees paid, but shall not be liable for hotel, airfare or other costs incurred by delegates. The event organizer shall not be liable for (and shall be entitled to use) any photos taken of participants or event proceedings for promotional purposes.

For security reasons, badge swapping is not permitted.

You agree not to copy or permit to be copied, in any form or format, without the express written permission of ONN, any of the contents of the ONN 2012 attendee roster. You also agree not to use the roster contents for any commercial, marketing,

promotional, or political purposes.

By registering, You agree to all the terms and conditions set forth above including the use of photographic images and my contact information as included in the attendee roster.

Conference HST number is **85692 0475 RT0001**

You will receive an onscreen confirmation page after you complete your online registration. This is also a payment receipt. Please bring a copy of your registration confirmation on the day of the event.

### **Travel Subsidy**

ONN is delighted to be able to offer a limited number of travel subsidies to encourage all our stakeholders to attend, so please continue onto registration to indicate if you wish to apply. Travel will be reimbursed following the conference.

### **Hotel accommodation**

A discounted rate has been secured for delegates. Please contact <mailto:fran@dmlink.ca> directly stating your participation at the ONN conference in order to qualify for the reduced rate.

### **Billet**

If you are located more than 50km from the event location, you may be interested in a billeting arrangement with a Toronto-based colleague.

### **Early Bird registration**

Early bird registration ends August 24, 2012. All registration and payments received after August 24, 2012, will pay the full registration fees as noted above.

### **Further Information**

Frances Pairaudeau  
Tel No: 416 710 0782  
Email: [fran@dmlink.ca](mailto:fran@dmlink.ca)