



The Canadian Payroll Association's
36th Annual Conference & Trade Show
 June 27-29, 2018 · Ottawa, Ontario



REGISTRATION FORM

Remove pages and mail with payment or fax to **416.487.3384** or register online by credit card at **payroll.ca**. Questions? Email **register@payroll.ca**.
 Please complete a separate form (or photocopy) for **EACH REGISTRANT**.

Full data requested to update our records – please print Member – CPA Number _____ Non-member

First Name: _____ Last Name: _____

Title: _____

Name for Badge: _____

Organization: _____

Mailing Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Phone: (_____) _____ Email: _____

Emergency Contact Name (optional): _____ Day Phone: (_____) _____ Evening Phone: (_____) _____

Dietary Requirements: Vegetarian No Beef No Pork Allergy: _____

Is this your first CPA Conference? Yes No

If you do NOT want your name included on the attendee list distributed to Trade Show Exhibitors and Conference attendees or the Conference App, check here.

HOW TO REGISTER

Please retain a copy of this form for your records. **You can register by credit card online at payroll.ca or fax this completed form to 416-487-3384.** You can also mail your completed registration form with full payment by Visa, MasterCard, AMEX or cheque (payable to **The Canadian Payroll Association**) to 1600-250 Bloor Street East, Toronto ON, M4W 1E6. **Incomplete forms will not be processed.**

CONFERENCE REGISTRATION FEE

Description	Early-Bird Registration (by April 27 th , 2018)	Regular Registration (April 28 th – June 15 th , 2018)	On-Site Registration (as of June 16 th , 2018)
1st registrant (CPA Member)			
Full Conference Package	\$1,325	\$1,435	\$1,535
One-day Pass (Thursday, June 28 th)	\$640	\$740	\$750
One-day Pass (Friday, June 29 th)	\$560	\$660	\$670
Individual Session	\$255	\$255	\$255
Additional Registrant (CPA Organization Members Only)			
Full Conference Package	\$1,215	\$1,325	\$1,425
Individual Session	\$255	\$255	\$255
Non-Member			
Full Conference Package	\$1,525	\$1,630	\$1,730
One-day Pass (Thursday, June 28 th)	\$740	\$840	\$945
One-day Pass (Friday, June 29 th)	\$660	\$765	\$865
Individual Session	\$255	\$255	\$255

Cancellation Policy: All cancellations must be received in writing. Cancellations received by April 13, 2018, are subject to a \$150 (plus applicable taxes) cancellation fee. Cancellations received between April 13, 2018, and May 25, 2018 are subject to a 50% cancellation fee (plus GST) on the total registration fee. No refunds will be granted after May 25, 2018. The CPA reserves the right to change or substitute program dates or content without further notice and assumes no liability for these changes.

Privacy Policy: The CPA does not sell, trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, CPA events, CPA products and services, and professional development programs.

Payment (in Canadian funds only) must be received in full prior to the Conference.

NSF Cheques: A \$25 charge will be applied to cheques that are returned "Not Sufficient Funds" (NSF) or stopped payment. The CPA may withhold further services until payment of the NSF charge is made.

Notice: All registrations are subject to 13% Harmonized Sales Tax (HST).

PAYMENT SUMMARY Please Calculate Amount Due.

Registration Fee (see prices at left) CDN \$ _____

Additional Guest Tickets (If you are paying the Full Conference Package fee, your tickets to the Fun Night & Dinner and all Keynote Events are included in the fee.)

Wednesday Opening Ceremonies and Keynote Address
 \$80 per person x _____ person(s) = \$ _____

Fun Night \$100 per person x _____ person(s) = \$ _____

Thursday Education Awards Lunch & Keynote Address
 \$80 per person x _____ person(s) = \$ _____

Friday Closing Lunch & Keynote Address
 \$80 per person x _____ person(s) = \$ _____

Subtotal \$ _____

plus HST (13%) \$ _____

TOTAL CDN \$ _____

Charge my fee to: (check one) VISA MASTERCARD AMEX

This card is: Personal Organization

Card # _____

Expiry Date (MM/YY): _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

HST #: 1000769915RT0001

► Please complete this form for each registration (photocopy if necessary). Session registration fills up quickly and will be awarded on a first-come, first-served basis. **Please indicate your first and second choices on the form below with a ✓.**

► Full Conference registrants may choose one session from each time block and are automatically registered for all meals and keynote speakers. One-Day Pass registrants may select only those sessions that take place on the day for which they are registered. Individual session registrants may select by session only. **Note: The Trade Show is only open on Wednesday, June 27.**

EDUCATION SESSIONS

THURSDAY, JUNE 28, 2018

BLOCK A 9:15 am – 10:30 am

- | 1 st | 2 nd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A1 – Project Management 101 |
| <input type="checkbox"/> | <input type="checkbox"/> | A2 – CRA Update: General Information |
| <input type="checkbox"/> | <input type="checkbox"/> | A3 – Employment Standards in Ontario |
| <input type="checkbox"/> | <input type="checkbox"/> | A4 – Employee Handbook: Tips & Strategies |
| <input type="checkbox"/> | <input type="checkbox"/> | A5 – Leadership for Today's Payroll Professional |
| <input type="checkbox"/> | <input type="checkbox"/> | A6 – T4s in July |
| <input type="checkbox"/> | <input type="checkbox"/> | A7 – Results versus Reason |
| <input type="checkbox"/> | <input type="checkbox"/> | A8 – ROE Completion 101 (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | A9 – Quebec Construction Payroll (French) |

BLOCK B 10:50 am – 12:05 pm

- | 1 st | 2 nd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | B1 – The Evolution of the Canadian Workforce |
| <input type="checkbox"/> | <input type="checkbox"/> | B2 – CRA Roundtable Discussions |
| <input type="checkbox"/> | <input type="checkbox"/> | B3 – Workers' Compensation and Payroll |
| <input type="checkbox"/> | <input type="checkbox"/> | B4 – Employee Terminations: HR & Payroll Implications |
| <input type="checkbox"/> | <input type="checkbox"/> | B5 – Sharing the "Big Picture" |
| <input type="checkbox"/> | <input type="checkbox"/> | B6 – A Day in the Life of a Payroll Practitioner Facing a Conversion |
| <input type="checkbox"/> | <input type="checkbox"/> | B7 – Building Effective Relationships |
| <input type="checkbox"/> | <input type="checkbox"/> | B8 – Current and Emerging Issues from Service Canada (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | B9 – Vacation Buyback (French) |

BLOCK C 2:10 pm – 3:25 pm

- | 1 st | 2 nd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | C1 – Recruiting with Purpose |
| <input type="checkbox"/> | <input type="checkbox"/> | C2 – ROE Completion 101 |
| <input type="checkbox"/> | <input type="checkbox"/> | C3 – Taxable Benefits –
Key Differences Between CRA & RQ – Part 1 |
| <input type="checkbox"/> | <input type="checkbox"/> | C4 – Province of Employment Rules: Withholding |
| <input type="checkbox"/> | <input type="checkbox"/> | C5 – Shattering your Barriers |
| <input type="checkbox"/> | <input type="checkbox"/> | C6 – Catching Up on the Past 30 Years:
Employment Standards Now |
| <input type="checkbox"/> | <input type="checkbox"/> | C7 – Leveraging HCM Technology to Drive Employee
Engagement and Build Better Teams that Achieve |
| <input type="checkbox"/> | <input type="checkbox"/> | C8 – CRA Update: General Information (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | C9 – Payroll Business Continuity:
City of Calgary Case Study, "The Flood" (French) |

BLOCK D 3:45 pm – 5 pm

- | 1 st | 2 nd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | D1 – Managing a Multigenerational Workforce |
| <input type="checkbox"/> | <input type="checkbox"/> | D2 – Current and Emerging Issues from Service Canada |
| <input type="checkbox"/> | <input type="checkbox"/> | D3 – Taxable Benefits –
Key Differences Between CRA and RQ – Part 2 |
| <input type="checkbox"/> | <input type="checkbox"/> | D4 – Quebec Construction Payroll |
| <input type="checkbox"/> | <input type="checkbox"/> | D5 – Sharing the "Big Picture" (Repeat of B5) |
| <input type="checkbox"/> | <input type="checkbox"/> | D6 – Dealing with an Additional Payday in a Taxation Year |
| <input type="checkbox"/> | <input type="checkbox"/> | D7 – Top 10 Pitfalls of Employee Benefits |
| <input type="checkbox"/> | <input type="checkbox"/> | D8 – CRA Roundtable Discussions (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | D9 – Recruiting with Purpose (French) |

FRIDAY, JUNE 29, 2018

BLOCK E 8:30 am – 9:45 am

- | 1 st | 2 nd | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | E1 – Payroll Business Continuity:
City of Calgary Case Study, "The Flood" |
| <input type="checkbox"/> | <input type="checkbox"/> | E2 – CRA Update: General Information (Repeat of A2) |
| <input type="checkbox"/> | <input type="checkbox"/> | E3 – U.S. Payrolls – Wage and Hour Rules |
| <input type="checkbox"/> | <input type="checkbox"/> | E4 – Respect in the Workplace, Part 1: Ensuring Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | E5 – Leadership for Today's Payroll Professional (Repeat of A5) |
| <input type="checkbox"/> | <input type="checkbox"/> | E6 – ROE Completion 101 (Repeat of C2) |
| <input type="checkbox"/> | <input type="checkbox"/> | E7 – Business Storytelling for Payroll Managers |
| <input type="checkbox"/> | <input type="checkbox"/> | E8 – Taxable Benefits –
Key Differences Between CRA & RQ – Part 1 (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | E9 – Relax! Managing Stress at Work (French) |

BLOCK F 10:00 am – 11:15 am

- | 1 st | 2 nd | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | F1 – The Business Case for Diversity and Inclusion |
| <input type="checkbox"/> | <input type="checkbox"/> | F2 – CRA Roundtable Discussions (Repeat of B2) |
| <input type="checkbox"/> | <input type="checkbox"/> | F3 – U.S. Payrolls – Taxation Rules |
| <input type="checkbox"/> | <input type="checkbox"/> | F4 – Respect in the Workplace, Part 2: Best Practices in
Conducting Effective Workplace Investigations |
| <input type="checkbox"/> | <input type="checkbox"/> | F5 – Relax! Managing Stress at Work |
| <input type="checkbox"/> | <input type="checkbox"/> | F6 – Current and Emerging Issues from Service Canada
(Repeat of D2) |
| <input type="checkbox"/> | <input type="checkbox"/> | F7 – Public Speaking for New Managers |
| <input type="checkbox"/> | <input type="checkbox"/> | F8 – Taxable Benefits –
Key Differences Between CRA & RQ – Part 2 (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | F9 – WSDRF (French) |

BLOCK G 11:30 am – 12:45 pm

- | 1 st | 2 nd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | G1 – Continuous Improvement Strategies for Managers |
| <input type="checkbox"/> | <input type="checkbox"/> | G2 – Cross Border Travel to Canada – Managing Payroll Risks |
| <input type="checkbox"/> | <input type="checkbox"/> | G3 – WSDRF |
| <input type="checkbox"/> | <input type="checkbox"/> | G4 – Taxable Benefits – Open Mic |
| <input type="checkbox"/> | <input type="checkbox"/> | G5 – Tap into Your Vision and Achieve Your Goals |
| <input type="checkbox"/> | <input type="checkbox"/> | G6 – Payroll Accounting: What You Don't Account For Can Hurt You |
| <input type="checkbox"/> | <input type="checkbox"/> | G7 – The Blueprint Behind Payroll Compliance: Building The
Foundation For Success |
| <input type="checkbox"/> | <input type="checkbox"/> | G8 – CNESST (French) |
| <input type="checkbox"/> | <input type="checkbox"/> | G9 – The 15 unofficial rules of negotiation (French) |

I understand that ALL meals and special events held on Wednesday, Thursday and Friday are included in my Full Conference Package fee, with the exception of Dine-Around and the evening at leisure. **I will attend the following events. Please indicate your choice with a ✓:**

Tuesday, June 26, 2018

- Dine-Around (not included in reg. fee)

Wednesday, June 27, 2018

- Early Risers' Club (Walk/Run)
 Breakfast, Opening Ceremonies & Keynote Address
 Trade Show

Questions? Contact:
1-800-387-4693 x118 /
416-487-3380 x118

Thursday, June 28, 2018

- Early Risers' Club (Walk/Run)
 AGM Breakfast
 Education Awards Lunch & Keynote Address
 Fun Night & Dinner

Friday, June 29, 2018

- Early Risers' Club (Walk/Run)
 Breakfast & 2018 NPW Preview
 Closing Luncheon, Preview of 2019 National Conference & Keynote Address