

### Participant Information

Select one:  Mr.  Ms.  Mrs.  Miss  Dr.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth (YY/MM/DD): \_\_\_\_\_ Citizenship: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Alberta Student Number: \_\_\_\_\_ Last year of attendance: \_\_\_\_\_

### Emergency Contact

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Program Information

- Select Program:
- Full Retreat: February 5 – 14, 2016 (\$1,155 WGA member, \$1,225 non-member)
  - Half Retreat: February 5 – 9, 2016 (\$695 WGA member, \$765 non-member)
  - Half Retreat: February 10 – 14, 2016 (\$695 WGA member, \$765 non-member)
  - Half Retreat optional extra night: February 9, 2016 (additional \$92)

Payment:  50% deposit enclosed (balance due December 10, 2015)

Payment in full enclosed

Method of payment:  Cheque/Money Order (payable to the Writers' Guild of Alberta)  VISA  MasterCard

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

I confirm that I have also sent a short bio (approx. 150 words max) by email to the Writers' Guild of Alberta and that I am happy for this bio to be shared amongst fellow participants in the retreat.

Note that registration is on a first come, first served basis, provided that registrations are received on or before **Thursday, December 10, 2015**. The WGA will confirm your successful registration by email. Should your registration be accepted, you confirm to the following terms:

**Confirmation of Acceptance.** *Please read carefully before signing.*

- I agree to the terms of acceptance as outlined by the coordinator of this program.
- The Banff Centre is granted the right to publish and use any photographs in which my works or I appear, for the purposes of The Banff Centre archival, marketing, publicity, and public relations projects.
  - Tick here if you do **NOT** grant permission for The Banff Centre to publish and use photographs in which you or your work appear for the purposes stated above.
- The Banff Centre is granted the right to record and exhibit in audio, video, or any other medium, concerts, theatrical performance and/or classroom and studio proceedings in which I participate for the purposes of The Banff Centre archival, marketing, publicity and public relations purposes. (Rights for commercial use of photographs and recordings not mentioned above will be negotiated.)
  - Tick here if you do **NOT** grant permission for The Banff Centre to record and exhibit in audio, video or any other medium in which you participate for the purposes stated above.
- I agree to provide proof of valid emergency medical insurance for the duration of my Residency, which is a mandatory condition of acceptance. The Banff Centre is not responsible for any of my personal health care costs.
- I understand that The Banff Centre is a post-secondary institution under the terms of the Post- Secondary Learning Act, Revised Statutes of Alberta and that, through my participation in the above program(s) I may receive a T2202a (Tuition Tax Credit) form for this fiscal year.
- I understand that if I have received financial aid from The Banff Centre I will receive a T4a (Income Received) form for this fiscal year.
- Regardless of billing instructions, I acknowledge all charges as personal indebtedness. I accept that I am responsible for any meal charges in excess of my assigned meal plan. I authorize the use of the deposit or credit card on my file to cover these charges. If no deposit or credit card is available, or I choose not to pay by credit card, it is my responsibility to make immediate payment upon request.
- I understand that for enquiries about the collection and use of this information, or to remove my name from the mailing list, I will contact the Office of the Registrar.
- I consent to the release of my personal information to The Banff Centre and Statistics Canada as part of The Statistics Act (Canada), and to Alberta Advanced Education to meet reporting requirements and for statistical, funding, planning or research purposes.
- I agree that The Banff Centre may take disciplinary action, up to and including dismissal, if my conduct is in breach of institutional policy, the law, and/or to mitigate risk to the community. Guiding principles are found in the Participant Code of Conduct Arts Programming.

I affirm that all the information is complete and accurate, and that any work presented represents the achievement of my creative effort. I certify that the information I have provided is true and complete in all respects and that no relevant information has been withheld.

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Signature of Participant

Date

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Print Name

Please return **both pages** to:

Email: [mail@writersguild.ca](mailto:mail@writersguild.ca)

Fax: 780.422.2663 (attn. WGA)

Mail: The Writers' Guild of Alberta, 11759 Groat Road NW, Edmonton, AB, T5M 3K6

This information is collected under the authority of the Post- Secondary Learning Act, Revised Statutes of Alberta. This Act mandates the programs and services offered by The Banff Centre. The information you provide here will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, please contact the Registrar, Office of the Registrar, The Banff Centre, PO Box 1020, Stn# 28; Banff, Alberta T1L 1H5; 403 762 6180.

**This information is required for the participant database and ensures that your participant records at The Banff Centre and the Writers' Guild of Alberta are accurate.**