

## Registering For Conflict Resolution Workshops

To register your group, please fill out both pages below and fax or email them to the Conflict Resolution Program Coordinator at least three weeks in advance of your preferred workshop dates. Due to the high demand for these workshops, we cannot guarantee that your preferred dates will be available. If your preferred dates are not available, we will provide alternative date options to find a mutually convenient time. For more information, please call us at 613-839-0007 extension 223.

**Fax number: 613.839.3725**

**Email address: t.littlewood@diefenbunker.ca**

Teacher's Name			
Email Address			
School Name and Address			
Phone Number			
Grade, Number of classes, Students per class	Grade	Number of classes	Students per class
Language of the workshop	(circle one) English / French		
Preferred dates	Day 1 Workshop (60-90 minutes at school)	Day 2 Workshop (full day at Diefenbunker)	Day 3 Workshop (60-90 minutes at school)
Credit Card Number			Expiration date
Cardholder's Name		Signature	

A credit card number is required for booking purposes only. Payment must be made at the time of the first workshop.

- The teacher (listed above) and all students agree to participate in pre- and post-evaluation of the program, as needed.
- All students will return a signed photo/video release by the date of the program.

If successful, the teacher and school administration would be willing to write letters of support for this program in the future:  Yes  No



Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Conflict Resolution Workshops Cancellation Policy**

Any cancellations or changes in the number of participants must be communicated a minimum of two weeks in advance of the first workshop. Any changes made past the cancellation date will be subject to cancellation fees (see below for prices).

Emergency cancellations are subject to the approval of our Operations Manager. Under all other circumstances, the program coordinator must be notified in writing (e-mail or fax) **as well as** a phone call two weeks prior to the first workshop for any changes and/or to cancel the reservation.

### **Chaperones / Supervision**

For all youth and student groups, we require a ratio of 1 adult for every 15 youth.

It is the responsibility of the chaperones / supervisors to ensure the proper conduct of their groups at all times.

### **Method of Payment**

Payment by cheque is required at the time of the first workshop.

For groups paying by Visa, MasterCard, AMEX, Interac, or cash, payment is due upon arrival at the museum for the second workshop.

### **Change in Numbers / Late Arrivals**

Please note that the workshop fee is for all three workshops. We are unable to reduce the fee for participants who are absent for one or more of the workshops.

We allow a discrepancy of no more than 5 participants from the original number booked. If the discrepancy between the group size at booking (confirmation) and group size on the dates of the workshops is more than five, the group will be charged for the full confirmed group size.

It is at the museum's discretion to allow or refuse a group arriving with more visitors than were booked.

Please be advised that if your group should arrive late to the museum for the second workshop, we cannot reduce the workshop fee nor can we promise that your group will receive a full workshop session due to possible scheduling conflicts.

### **Conflict Resolution Workshops Rates**

Students \$15

1 adult per 15 students Free

1 Tour Operator/ 1 Bus Driver Free

### **Cancellation Fees**

Students \$7.50

1 adult per 15 students N/A

1 Tour Operator/ 1 Bus Driver N/A

These rates cannot be combined with any other discount, program, coupon or special offer.

I have read and agree to the above procedures and recognize that failure to adhere to these rules could result in the refusal / expulsion of the group or additional charges / cancellation fees.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date



**Diefenbunker**

# CONFLICT RESOLUTION WORKSHOP

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Name (Print)



**Diefenbunker**  
Musée canadien de la Guerre froide  
Canada's Cold War Museum