Dear Teachers and School Administrators:

Thank you for your interest in registering your Grade 6 girls for our 2019 CHOICES Conference which takes place on Tuesday February 19, 2019 or Wednesday February 20, 2019!

2019 CHOICES CONFERENCE DETAILS:

**WHO:** Maximum of 4 grade six girls per school accompanied by a Teacher or Principal. Registration is on a first-come, first-served basis.

**WHERE:** Opening session: Centennial Centre for Interdisciplinary Sciences (CCIS) Lecture Theatre 1-440
Closing session: Centennial Centre for Interdisciplinary Sciences (CCIS) Lecture Theatre 1-440
Please see www.ualberta.ca for excellent maps of the North Campus building location and visitor parking facilities.

**TIME:**
- Registration: 8:30 a.m. to 9:00 a.m. in the PCL Lounge
- Conference Sessions: 9:00 a.m. to 2:30 p.m.

**COST:** $40.00 per student. No registration costs for the supervising teacher.

**PAYMENT:** ONLINE PAYMENTS. This is our preferred method of payment. If you receive reserved spots, you will receive an email link which will allow you to make the payment. For those schools who would still prefer to pay by cheque, please ensure cheques are made out to the University of Alberta.

**IMPORTANT DATES/DEADLINES:**
- CHOICES CONFERENCE Registration Opens: Wed Nov 1, 2018
- DEADLINE to receive payment and forms: Mon Dec 3, 2018

Due to the high demand for spots, after Dec 3, 2018 any schools with incomplete registrations will forfeit their spots which will be offered to schools on our lengthy waitlist. AVOID disappointment by getting payments and forms submitted early.

- WAITLISTED Schools will be contacted: After Mon Dec 3, 2018
- Deadline for Waitlisted schools: Tues Dec 18, 2018

REGISTER FOR THE CHOICES CONFERENCE:

**Step 1 - Request to Attend with School Information**
Starting, November 1, Reserve your students’ spots by completing the ‘2019 CHOICES School Registration’ online form at www.uab.ca/WISEST. Reserved spots will only be held until Dec 3, 2018. SEATS ARE OFFERED ON A FIRST-COME, FIRST-SERVED BASIS. You will be contacted with an email confirmation indicating either “reserved spots” or “waitlist”.

**Step 2 - Student Information & Payment**
When you receive confirmation of “reserved spots”, print a ‘2019 CHOICES Step 2 Registration Forms’ which is available at www.uab.ca/WISEST and send the completed forms to the WISEST Office by Dec 3, 2018. Payment via the online link or by cheque must accompany the completed forms.
FORMS CHECK LIST: Deadline: December 3, 2018

The forms that we require are to ensure the safety of all participants and the success of the CHOICES Conference. All registered schools and teachers need to be aware of their responsibilities and the University of Alberta’s expectations as outlined in these forms:

1) **School Administrator Agreement**: School Administrators need to acknowledge and agree to their responsibilities that are outlined in this document. This ensures proper communication with parents and that all students will have the appropriate documentation and advanced preparation needed to attend the CHOICES Conference.

2) **Informed Consent Agreements**: Parents and/or guardians of the participants must be made aware that there are potential risks associated with their daughters’ participation in the CHOICES Conference. Each parent/guardian must provide consent for their daughter’s presence at the University and indicate their acceptance and full understanding of all health and safety risks that may be associated with her participation. Please make parents aware of which day their daughter will be attending CHOICES as they will need to indicate this on this form.

3) **Authorization to Reproduce Physical Likeness Voice and Name**: The University of Alberta/WISEST requires the consent of parents/guardians of the CHOICES participants to use their personal images/voices for educational materials, publications, videos, websites and other consistent purposes. Please copy this consent form and ask each parent/guardian to complete. The parent/guardian has the option of accepting or declining the authorization.

4) **Payment Information**: Payment for all students must be received before WISEST will confirm registrations for your students. The simplest way to issue payment will be through our Online Payment system. If your school receives reserved spots in the Conference, you will receive a confirmation email with a payment link. Once you make payment, you be able to access your electronic receipt through Open Cart (under Account > Order History > Order Information). If you choose to submit payment via a cheque, please include the payment form with cheque made payable to the University of Alberta. A receipt of payment will be issued to the school at the conference.

Please send original forms to:

WISEST/CHOICES, 295 CAB, University of Alberta,
Edmonton, Alberta  T6G 2G1

No faxed or emailed forms will be accepted

All registration procedures and forms can be found on the WISEST website www.uab.ca/WISEST

Call 780-492-7774 or email wisest@ualberta.ca with any questions