

Registration Instructions – SGS 2018 Conference

1. Registration Date Information

- Early Bird registration will close on March 20, 2018 at 11:59 p.m. Mailed-in registrations must be postmarked no later than March 20, 2018 to receive the early bird registration rate.
- Online registration will close on April 15, 2018 at 11:59 p.m. Paper registrations must be postmarked no later than April 6, 2018 to ensure they are received in time.
- On-site registration at the Conference will only be available if space permits.
- Deadline for ordering printed copies of the Syllabus is March 20, 2018 at 11:59 p.m. Extra copies will NOT be available at the Conference.

2. Registration Information

- Registration methods include online or via regular mail. Registrations cannot be accepted by phone or fax. You will receive an email confirming your registration.
- Only one Speaker should be picked from each breakout session time slot.
- Preconference tours are free and optional BUT must be prebooked at the time of registration. Space is limited. Please see Preconference Tour Information for details and potential restrictions.
- Registration fee includes all sessions, marketplace entry, breakfasts and breaks on Saturday and Sunday, and lunch on Saturday. Banquet tickets (Saturday evening) must be purchased at the time of registration.

3. Cancellation Policy

- All cancellations must be written and sent to the conference email account (SGS2018Conference@sasktel.net) or by mail to SGS 2018 Conference.
- Cancellation requests which are received on or before March 20, 2018 will receive a full refund minus a \$25 administration fee. Cancellation requests received between March 21 and April 10, 2018 will receive a full refund minus a \$50 administration fee. No refund will be provided for cancellation requests received after April 10, 2018.
- Transfer of a complete registration to another person will be charged a \$25 administration fee.
- Partial registrations MAY be available if space permits. An announcement about partial registrations will be made March 20, 2018.

4. Payment methods

- Online registrations can be paid using a credit card or cheque (registration will be pending until cheque is received). Mailed registrations will only be accepted with cheques or money orders made out to "Saskatoon Branch-Saskatchewan Genealogical Society" (or SBSGS).
- All prices are in Canadian dollars and all payments must be made in Canadian dollars.

5. Conference syllabus

- Each registrant will receive an electronic version of the Syllabus on a USB stick to be picked up at the Conference.
- A printed Syllabus can be purchased in advance and picked up at the Conference. Extra copies will not be available for purchase at the Conference.

6. Special Requirements

- Requests for special considerations (dietary, mobility, etc.) must be submitted on the registration form in full detail, or by email to SGS2018Conference@sasktel.net. Requests must be received by April 6, 2018 to ensure we can make appropriate arrangements with the hotel. Please provide as much detail as possible.

PLEASE NOTE: All SGS events are smoke free and scent free.

Your Family History: Finding and Assembling the Pieces
April 20-22, 2018
Saskatoon Branch, Saskatchewan Genealogical Society