

ATTENDEE/PARTICIPATING SITE INFORMATION

Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email
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ADDITIONAL LOCATIONS

Include same information as above.

BILLING INFORMATION

 **Must be fully completed for all out of province network events.**

Contact Person	Organization	
Address	Postal Code	
Phone	Fax	Email
For WRHA Programs:	SAP CC#	Program

Cancellation: A minimum 24-hour advance notice of cancellation is required. Cancellation with less than 24-hour advance notice will result in a charge equal to the first hour charges per site. Should no participants attend a scheduled session, related charges will still apply. MBTelehealth will not be responsible for costs or inconvenience incurred in the event of cancellation due to technical or scheduling difficulties.