

Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du matériel

# VIRTUAL PASS

2025 CIPMM ANNUAL NATIONAL WORKSHOP

## Shaping the Future: Procurement and Materiel Management in Action

June 3-5, 2025 | OTTAWA, ONTARIO

### DELEGATE INFORMATION

DELEGATE NAME

MY PRONOUNS ARE (optional)

ORGANIZATION

ADDRESS

CITY

PROVINCE

POSTAL CODE

COUNTRY

PHONE

EMAIL

### EMAIL FOR SWAPCARD USE

*(to be used to access the Swapcard or platform for the event)*

### REGISTRATION

The Virtual Pass includes a virtual access to breakout sessions that have been preselected by CIPMM for live streaming in each block of breakout sessions, keynotes, panels, a Master Class on June 3-5, 2025 and to recordings post event until October 2025.

Tax rate will be applied to your invoice in accordance with the province where you are registering from.

Virtual Pass **Early Bird** - \$599 + Taxes  
*(Register by March 31<sup>st</sup>, 2025)*

Virtual Pass **Regular** - \$649 + Taxes  
*(Applies to Registration submitted after March 31<sup>st</sup>, 2025)*

### RESERVE YOUR SPOT FOR MASTER CLASS (JUNE 5<sup>TH</sup>)

If you are attending the “**Deep Dive**” Sessions on June 5<sup>th</sup>, you do not need to complete this section. If you plan to attend Master Classes, please indicate your selection below. Please select **ONE** Master Class. Pending the spots availability, you have the right to change your selection by contacting us in advance at [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca).

#### 9:45 am - 12:00 pm and 1:00 pm - 3:15 pm

5 - How to Divest

6 - Best Practices in IT Solutions Procurement

7 - Managing Skills for Non-Managers

### METHOD OF PAYMENT GST#R134363936

Please complete, sign and date the registration form. Pay by cheque, credit card or bank transfer.

INVOICE ME

CHEQUE ENCLOSED (MAKE CHEQUE PAYABLE TO: CIPMM C/O THE WILLOW GROUP)

AMERICAN EXPRESS

MASTER CARD

VISA

CARD NUMBER

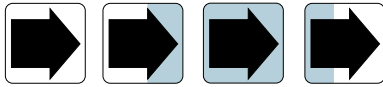
CCV

EXPIRY DATE

CARDHOLDER'S NAME

SIGNATURE

DATE



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### REGISTRATION POLICIES

#### **Cancellation:**

- a) Full refund will be given for requests received in writing no later than April 14<sup>th</sup>, 2025. After April 14<sup>th</sup>, 2025 no refunds will be issued.
- b) No-shows will result in full registration fee payment being due.

#### **No-Pass Sharing:**

- a) The passes are non transferable.
- b) For in-person attendance the badge must be worn at all times and there will be spot checking of the badges throughout the event.
- c) For virtual attendance the Virtual Pass provides access only to the person registered for the Virtual Pass and the access link and/or code cannot be shared with anyone who has not registered for the Virtual Pass.
- d) Any violations of the no-pass sharing policy will result in consequences, including but not limited to revocation of the Pass, expulsion from the event and invoicing for the full amount of a 3-day Pass for anyone caught using a Pass for which they were not assigned by CIPMM.

#### **Prohibited Conduct:**

Participants may not record or broadcast audio or video of sessions as presented at the CIPMM Annual National Workshop.

#### **Virtual Access:**

- a) Costs associated with your virtual attendance shall be borne solely by you, and CIPMM shall have no responsibility for such costs, for example but not limited to WiFi and Zoom access or any other platform that we shall use for the delivery of this event, personal devices in a working condition, alternative email accounts as needed, and other technical requirements for the successful participation in this event.
- b) If CIPMM is prevented from carrying out its obligations as it pertains to the CIPMM Annual National Workshop delivery as a result of any cause beyond its control, or such Annual National Workshop cannot be conducted because of a software or issue with the hosting platform, CIPMM shall have the right to reschedule the Annual National Workshop to a new date and your registration fee will be applied to the rescheduled Annual National Workshop.

#### **Privacy:**

- a) By completing this form you consent to the use of the personal information provided for registration and marketing purposes.
- b) By registering and / or attending this event, you allow CIPMM to use photographs, image and / or audio, video materials without further explicit authorization. The materials are intended for promotional, educational, information purposes only.

**By signing below, the manager acknowledges and agrees to adhere to the CIPMM registration policies.**

Manager's Name:

Title:

Manager's Signature:

Return the completed form to the CIPMM Secretariat : [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) | Register online at [cipmm-icagm.ca](https://cipmm-icagm.ca)