



Radisson Saskatoon

August 15 – 17, 2013

Pre Conference Registration Form

Full name: _____ Full name of delegate: _____
 Address: _____ Email: _____
 Cell: _____ Fax: _____
 Work: _____

Please describe any food allergies or special dietary needs _____

Airline	Flight #	Arrival time & date	Departure time & date	Number of people travelling with you - If applicable

****Please note: arrangements will be made for transportation to and from the hotel upon arrival and departure, should you have any questions regarding transportation please contact Cst Kevin Schwartz at kevin.schwartz@police.saskatoon.sk.ca**

Please CLEARLY indicate the name and contact information of the hotel you will be staying at		
Hotel name	Hotel address and phone number	Hotel room number if known

Wednesday August 14, 2013 8:30am-3:30pm – One day Pre-Conference Workshop with Eli Mina Please CLEARLY mark your attendance **Limited to 30 people	Yes	No
Part 1 Workshop Session: Effective Decision Making		
Luncheon with other delegates at the Radisson Hotel		
Part 2 Workshop Session: Meetings and Rules of Order		

Pre-Conference Rate \$200.00 + 5% = \$210.00 per person
Registration fee includes: two workshop sessions, two breaks and lunch

<p>METHOD OF PAYMENT: Full payments must be received by June 10, 2013</p> <p><input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> Cheque</p> <p>Account Number: _____ Expiry: _____ Name of Cardholder: _____ Authorization Signature: _____ Total Amount: _____</p> <p>**4% processing fee for credit card payments will be applied</p>	<p>SEND COMPLETED FORM & PAYMENT TO:</p> <p>157 Gilmour Street, Suite 302 Ottawa, Ontario K2P 0N8 Or call Naseem Mohajer at: Phone: 613.235.2272 Fax: 613.235-2275 Email: nmohajer@capb.ca **If paid by credit card, a processing fee of 4% will be applied. Please make cheques payable to the Canadian Association of Police Boards (CAPB).</p>
---	--

Cancellations & Refunds
Refund (less 20%) if written cancellation is received before June 17, 2013
Refund (less 50%) if written cancellation is received between June 17 – July 31, 2013
No refunds will be granted after August 1, 2013



Radisson Saskatoon

August 15 – 17, 2013

Wednesday, August 14, 2013

Full day: 8:30am–3:30pm Optional Pre-Conference Workshop (limited to 30 people)

Building Effective Decision-Making Bodies

This one day workshop will help your elected members and staff achieve excellence in decision-making. You will identify good habits that should be embraced and bad habits that should be abandoned. Also learn to deliver knowledge-based decisions in a democratic, transparent and trust-worthy manner. Finally, learn to plan and run productive meetings, and demystify the rules of order. This workshop builds, in part, on Eli Mina's book "*101 Boardroom Problems and How to Solve Them.*"

Part 1 Workshop Session: Effective Decision-Making

- Knowledge-based decision-making: Goals & Principles
- Typical group dysfunctions and how to prevent or deal with them
- Governing in the face of conflicting views, values and principles
- Consensus versus majority decision-making ("solidarity" of voting body)
- Balancing organizational interests versus constituency interests
- Confidentiality and conflict of interest guidelines
- Interactions among elected members and staff
- Challenging interactions with the community

Part 2 Workshop Session: Meetings & Rules of order

- Key ingredients of successful meetings
- Agenda design and pre-meeting communications
- Speaking up in meetings without getting angry
- Chairing meetings effectively
- Goals and principles of Parliamentary Procedure (rules of order)
- Majority, tie votes, abstentions, quorum
- Motions, amendments, tabling and other procedures