

**Joint
Seminar on
DECISION
WRITING**

**JUNE 1-2,
2016
Ottawa, ON**



**Council of Canadian Administrative Tribunals
Conseil des tribunaux administratifs canadiens**

CIAJ ICAJ

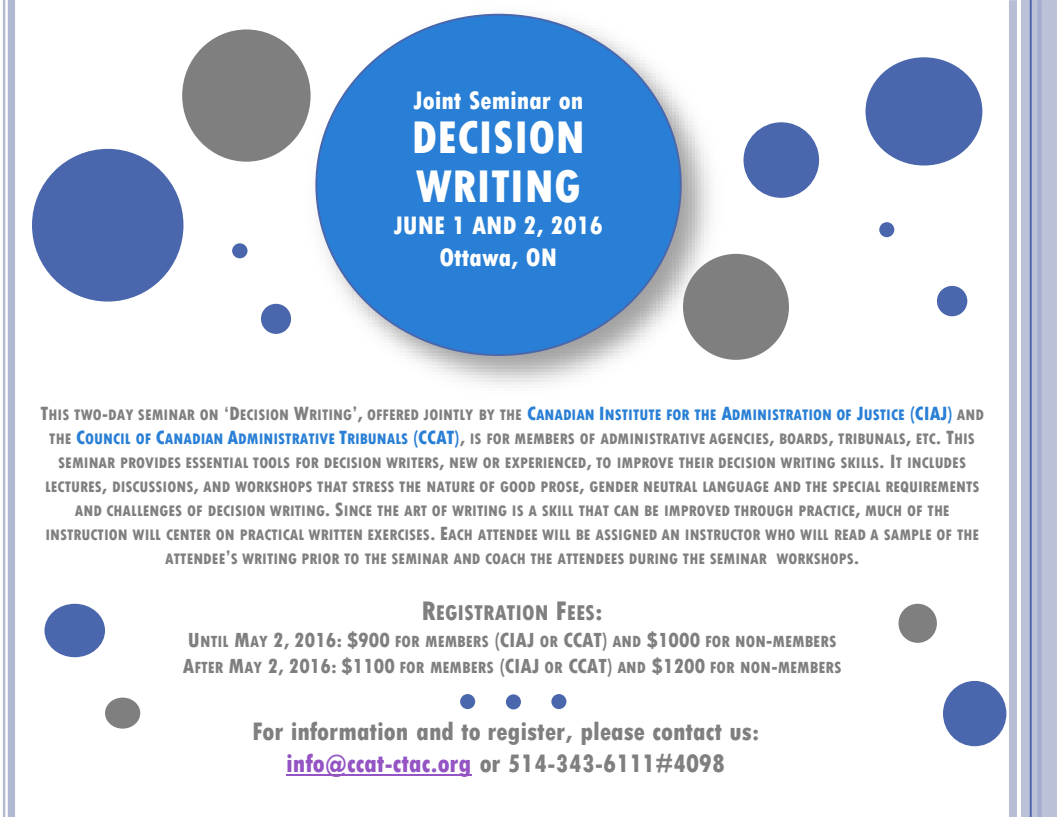
Canadian Institute
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Listening. Learning. Leading.

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de la justice

Écouter. Apprendre. Inspirer.





Joint Seminar on
**DECISION
WRITING**
JUNE 1 AND 2, 2016
Ottawa, ON

THIS TWO-DAY SEMINAR ON 'DECISION WRITING', OFFERED JOINTLY BY THE **CANADIAN INSTITUTE FOR THE ADMINISTRATION OF JUSTICE (CIAJ)** AND THE **COUNCIL OF CANADIAN ADMINISTRATIVE TRIBUNALS (CCAT)**, IS FOR MEMBERS OF ADMINISTRATIVE AGENCIES, BOARDS, TRIBUNALS, ETC. THIS SEMINAR PROVIDES ESSENTIAL TOOLS FOR DECISION WRITERS, NEW OR EXPERIENCED, TO IMPROVE THEIR DECISION WRITING SKILLS. IT INCLUDES LECTURES, DISCUSSIONS, AND WORKSHOPS THAT STRESS THE NATURE OF GOOD PROSE, GENDER NEUTRAL LANGUAGE AND THE SPECIAL REQUIREMENTS AND CHALLENGES OF DECISION WRITING. SINCE THE ART OF WRITING IS A SKILL THAT CAN BE IMPROVED THROUGH PRACTICE, MUCH OF THE INSTRUCTION WILL CENTER ON PRACTICAL WRITTEN EXERCISES. EACH ATTENDEE WILL BE ASSIGNED AN INSTRUCTOR WHO WILL READ A SAMPLE OF THE ATTENDEE'S WRITING PRIOR TO THE SEMINAR AND COACH THE ATTENDEES DURING THE SEMINAR WORKSHOPS.

REGISTRATION FEES:

UNTIL MAY 2, 2016: \$900 FOR MEMBERS (CIAJ OR CCAT) AND \$1000 FOR NON-MEMBERS
AFTER MAY 2, 2016: \$1100 FOR MEMBERS (CIAJ OR CCAT) AND \$1200 FOR NON-MEMBERS

For information and to register, please contact us:

info@ccat-ctac.org or 514-343-6111#4098

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2016, Ottawa, ON

**SÉMINAIRE
CONJOINT SUR LA
RÉDACTION DES
DÉCISIONS**
1^{er} ET 2 JUIN 2016
Ottawa, ON



**REGISTRATION FORM
FORMULAIRE D'INSCRIPTION**

TO REGISTER, please complete and return this form to:
POUR VOUS INSCRIRE, prière de compléter et retourner ce formulaire à:

**CANADIAN INSTITUTE FOR THE ADMINISTRATION OF JUSTICE
INSTITUT CANADIEN D'ADMINISTRATION DE LA JUSTICE**
Faculty of Law, University of Montreal / Faculté de droit, Université de Montréal
PO Box 6128, Station "Centre Ville" / C.P. 6128, Succ. Centre Ville
3101 Chemin de la Tour, Room A-3421 / 3101, Chemin de la Tour, bureau A-3421
Montreal, Quebec, H3C 3J7 / Montréal, Québec, H3C 3J7
Telephone/Téléphone: (514) 343-6111 #4098
Fax/Télexcopieur: (514) 343-6296
E-mail/Courriel: info@ccat-ctac.org

Surname/Nom :

First Name/Prénom :

Title to appear on name tag/Titre pour le porte-nom :

Organization/Organisation :

Address/Adresse : Postal Code/Code postal

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REGISTRATION FEE / FRAIS D'INSCRIPTION

I wish to register for this seminar in English Je désire m'inscrire pour ce séminaire en français

Until May 2, 2016 / Jusqu'au 2 mai 2016

- \$ 900 : CIAJ or CCAT Members / Membres de l'ICAJ ou du CTAC
- \$ 1000 : Non-Members / Non-membres

After May 2, 2016 / Après le 2 mai 2016

- \$ 1100 : CIAJ or CCAT Members / Membres de l'ICAJ ou du CTAC
- \$ 1200 : Non-Members / Non-membres

Do you have any dietary restrictions? / Avez-vous des restrictions alimentaires? Yes / Oui No / Non
Which? / Lesquelles?

PAYMENT BY / PAIEMENT PAR :

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Cancellation Policy / Politique d'annulation : Any request for reimbursement must be submitted at least 7 days prior to the event. In any other case, fees will not be reimbursed. Another participant may be designated as substitute. / Toute demande d'annulation doit être transmise au moins 7 jours avant la tenue de l'événement. Dans les autres cas, les frais d'inscription ne sont pas remboursables mais un participant substitut peut être désigné.