



## OMMC Annual Museums Studies Course Mohawk College, Hamilton, 08 – 14 June 2025

Please read the following instructions carefully:

Please send your completed registration form to the Treasurer at [ommctreasurer@gmail.com](mailto:ommctreasurer@gmail.com) AND the Course Director at [coursedirector@ommc.ca](mailto:coursedirector@ommc.ca). ALL registrations MUST be received by the Treasurer and Course Director NLT 05 May 2025. If you are paying by cheque, a copy of the registration form AND the cheque, made out to "OMMC Inc.", must be sent directly to the Treasurer: Kevin Windsor, (416 Nichols Road, Quinte West, ON, K0K 1H0). Payment must be received before placement on course – no exceptions.

**IMPORTANT NOTICE for CAF museums:** DHH, through CFMWS, will finance the registration fees for 35 people, divided proportionally by environment. CAF museums that would like their registrations fees covered must provide their names and position held at the museum to their appropriate environmental museum representative by 25 April 2025 (CA museums - [CARL.KLETKE@forces.gc.ca](mailto:CARL.KLETKE@forces.gc.ca), RCAF museums - [Bruno.Paulhus@forces.gc.ca](mailto:Bruno.Paulhus@forces.gc.ca) and RCN museums - [DEAN.BOETTGER@forces.gc.ca](mailto:DEAN.BOETTGER@forces.gc.ca)) so that approval can be granted for this funding. Upon receiving approval of funding, please mark the 4th box in the payment section on the 2<sup>nd</sup> page and complete your registration process as per these instructions. All other TD expenses (flights, meals on route, taxi) is a personal or museum budget responsibility.

### Registration Details

OMMC Membership Number \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_ Institution \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Next of Kin \_\_\_\_\_ Telephone \_\_\_\_\_

The full registration fee includes learning sessions, site visits, 6 nights' accommodation (Sunday through Friday), and meals from breakfast 09 June through to breakfast on 14 June, **including the Awards Dinner & Ceremony** but excluding the evening when dinner is at your own arrangement. A statement of non-availability will be provided for that day for claim recovery purposes. All registrants will receive a receipt of payment. **The registration deadline is 05 May 2025 (no exceptions).**

Full Registration	\$1400.00
Sessions and Meals without Accommodation	\$800.00
Sessions only:	\$300.00
Sessions with lunch only:	\$400.00
Awards Dinner & Ceremony <b>Guest</b>	\$100.00
Meet-and-Great Breakfast <b>Guest</b>	\$50.00
Site Visit <b>Guest</b> (includes lunch)	\$100.00
<b>Total amount:</b>	\$ _____ (see 2 <sup>nd</sup> page for payment method)

### Payment Method

Direct deposit by DRMIS to vendor account **1356770**

E-transfer to [ommctreasurer@gmail.com](mailto:ommctreasurer@gmail.com)

Cheque payable to OMMC Inc.

Covered by DHH through CFMWS (**approval required from environmental museum rep**)

Visa                      MasterCard                      American Express

Name on card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_

### Dietary/Allergies

**The following information is confidential and required to ensure that your dietary needs are met. We will provide the catering staff with your restrictions and, should they be required, designated meals will be provided for you.**

Please list food allergies: \_\_\_\_\_

Please check all that apply:

Vegetarian

Gluten Free

Diabetic

Vegan

Lactose/Dairy Free

Low salt

Other Dietary restrictions: \_\_\_\_\_

### Shared/Accessible Accommodation

If you have a preferred roommate, please name the person **and ensure that they also list you as their shared accommodation partner. If they do not match, the shared accommodation will not be reserved.** Otherwise, accommodation assignments will be at the discretion of the Course Director. If you are bringing your significant other, please contact the Course Director at [CourseDirector@ommc.ca](mailto:CourseDirector@ommc.ca).

Adjoining Rooms/Roommate Name(s): \_\_\_\_\_

Are you able to walk up to 500 m and use stairs?

Yes              No

Do you require accessible accommodation?

Yes              No

### Off-site Activities

For off-site activities, please indicate:

Are you are 65+    Yes                      No                      Are you a serving or retired Military member    Yes                      No

**Privacy Policy**

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I agree that my name, institution, address, email, and telephone number is to be included in the attendees list made available to all attendees.  
Yes                      No

I agree that my image may be used by the OMMC for publication in various media including the Bulletin, on the website and social media platforms.  
Yes                      No

For further details on registration, travel, climate, etc., please refer to the Admin Instructions.  
Questions? Please contact the Course Director at [CourseDirector@ommc.ca](mailto:CourseDirector@ommc.ca).

