



**Professional Church  
Secretaries & Administrators**  
[www.pcsa.ca](http://www.pcsa.ca)

**NEW FALL DATE MEANS EARLIER  
REGISTRATION! REGISTRATION  
REQUIRED BY AUGUST 8, 2023**

**2023 ANNUAL CONFERENCE  
REGISTRATION FORM**  
**Sun September 24 to Tues September 26, 2023**  
**Five Oaks Retreat & Education Centre**  
**1 Bethel Road, Paris ON**  
(just a few minutes off the 403, west of Brantford)

Name: \_\_\_\_\_ New to PCSA?  
Church Name: \_\_\_\_\_ Circle one.  
Address: \_\_\_\_\_ Yes No  
City/Town: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Space in the retreat centre is limited.**

**To guarantee a room, please send in your registration form with payment as soon as possible.  
There is a non-refundable fee of \$100.00 for cancellations after August 31, 2023.**

**Five Oaks Retreat and Education Centre is not a hotel but a retreat centre.** The main building is **accessible**, has 30 rooms, set up with two single beds (no fridges or tvs in the rooms). A kitchen including fridge and stove will be made available to us for snacks. Each bathroom will be shared by three rooms. There are 8 more rooms outside of the main building that have been reserved. (They have four double beds and the rest are singles. If you require a double bed, please indicate that requirement.) Wifi will be available. Alcohol brought into the Centre can only be chilled (bring a cooler with ice) and consumed in your private room. Please bring a travel mug or bottle. Water filling stations, coffee/tea will be available. Please bring a set of indoor shoes/slippers as outdoor shoes are not to be worn in the Centre. Meals will be catered on site in the dining room. We have two meeting spaces available to us. **Five Oaks is a peanut/tree nut and scent free facility.**

Please note that we will be visiting Her Majesty's Royal Chapel of the Mohawks in Brantford. There will be a \$18 charge to go on the tour, per person which is NOT INCLUDED in the conference price. Please bring cash with you – change will be available.

Please check as applicable	[ ] I/we require a double bed.
<b>FULL PACKAGE - Sun Sept 24 3 pm to Tue Sept 26 1:30 pm</b>	
Includes program, 2 nights accommodations, meals (S/M suppers, M/T breakfast, M/T lunch)	
[ ] Shared accommodation (name, if any, whom you wish to share accommodation)	<b>\$340</b>
[ ] Single accommodation	<b>\$479</b>
<b>COMMUTER'S PACKAGE – No accommodation required</b>	
[ ] Sunday to Tuesday includes program, lunches, dinners	<b>\$232</b>
[ ] Sunday to Monday includes program, lunches, dinners	<b>\$202</b>
[ ] Monday to Tuesday includes program, lunches, dinners	<b>\$196</b>
[ ] Monday only includes program, lunch, dinner	<b>\$166</b>
[ ] Tuesday only includes program, lunch	<b>\$140</b>
<b>Total Payment Enclosed</b>	

**Payment Options:**

Please make cheques payable to: The Professional Church Secretaries Association

And mail to: Christiane Judd Peltier – PCSA Treasurer  
21034 Vanedie Rd  
Merlin ON NOP 1W0

Please send e-transfers to: pcsatreasurer2020@gmail.com

**Please send your registration form by email to [chrisjudd@rogers.com](mailto:chrisjudd@rogers.com)  
AND WITH your payment.**

<b>Food Allergies:</b>	
Caterer will try to accommodate special diet requirements. Please indicate above.	

If you have any questions regarding the conference, please send an email to [conference@pcsa.ca](mailto:conference@pcsa.ca)

- You will receive a registration confirmation via email when your registration and full payment is received.
- You will receive further details of the conference, including driving instructions, map, etc prior to the Conference.

**Open Discussion Topics**

The conference offers a time for OPEN DISCUSSION for all those who attend to be able to share our concerns, and thoughts. In the past we have covered topics such as security in the office, salary ranges, and computer software programs. If you have a specific topic that you would like to have discussed at this year’s conference, please include it with your registration.

**I would like this topic discussed or shared during the OPEN DISCUSSION session:**

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**NOTE: Membership fees (\$20 per year)**

If you wish to pay your 2024 fees at the conference: Print and complete the renewal form from the website and deliver to the Membership Coordinator, along with payment. Otherwise, you will be reminded by email in December that the 2024 fees are due to be mailed or e-transferred for January 1, 2024.