Edmonton, AB T6B 2X9 9un9vA 87 - 8£4£ Alberta Foundation of Administrative Justice

future information about courses and conferences

offered by the society.

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	Registration form	NON- MEMBER / MEMBER
Plain Language Writing for Tribunals (Pre-conference $2^{\rm nd}$ Annual Provincial Conference Giving Evidence (Post-conference workshop)	workshop) May 30-31, 20 June 1, 2006 June 2, 2006	· · · · · · · · · · · · · · · · · · ·
Registration Name:		REAL ESTATE COUNCIL OF ALBERTA PROFESSIONAL DEVELOPMENT CREDITS I am taking this course for RECA credits
City: Prov: Post Telephone: Fax:	al Code:	MEMBERSHIP: I am an AFAJ member already. I wish to become a member of the society.
E-mail: Payment Form: I enclose payment in the amount of: \$, in the form of: Cash Visa Mastercard Invoice the organization Cheque Cheque payable to Alberta Foundation of Adminitoredit Card Number: Name of Cardholder as it appears on the card:	istrative Justice	RETURN: Completed Registration Form with payment plus GST (7%) if applicable. (payable by cash, Visa, Mastercard or cheque) TO: Alberta Foundation of Administrative Justice 3438 - 78 Avenue Edmonton, AB T6B2X9 Phone (780)466-8250 Fax (780)466-8015 info@foundationofadminjustice.ca
Expiry date: Signature of Cardholder authorizing payment: X GST Exemption Number (if you are claiming GST exemption)	Total MasterCard VISA on)	Privacy Policy: We collect and store personal information only for the purposes of providing the training. To obtain a copy of our privacy policy, visit our website. By completing this registration form you agree that we can send you

Cancellation Policy: There will be an administrative charge of \$75 for any

given after that date, however, substitutions will be allowed.

cancellations 20 working days before the course/conference begins. No refund will be



"The Society for Administrative Tribunal Training"

$2^{ ext{ND}} \overline{ ext{ANNUA}} ext{L}$ PROVINCIAL CONFERENCE JUNE 1ST, 2006



U of A Conference Centre, Edmonton

Pre-conference workshop:

Plain Language Writing for Tribunals May 30 - 31, 2006

Post-conference workshop:

Giving Evidence June 2, 2006

Annual General Meeting of the Society at 8 am June 1, 2006 Join early and participate in creating future training opportunities for tribunal members and staff.

Visit our website: www.foundationofadminjustice.ca for more details and to register.

Best Practices & Latest Trends

June 1st, 2006 2nd Annual Provincial Conference

U of A Conference Centre, C102 Lister Hall, University of Alberta, Edmonton

Agenda

7:30 am	Registration
8:00 - 8:45 am	Annual General Meeting Alberta Foundation of Administrative Justice Chair: George Pheasey
9:00 am	Opening Remarks Greetings from President of AFAJ (George Pheasey) Greetings from CCAT
9:15 am	Plenary Session "Importance of Administrative Tribunals in the Access of Justice" Mr. Justice John M. Evans, Federal Court of Appeal
10:15 am	Networking Break
10:45 am	Concurrent Sessions 1. Dealing with Troublesome Presenters: Karen Trace, Camilla Witt QC 2. Assessing Credibility: Sheila J. Greckol JCQBA, Glenda Campbell QC, William Tilleman QC 3. Investigations-process and reporting: Barry Gross, Elizabeth Denham, Robin Carr 4. Literacy Awareness: Arthur Trudeau, CCAT
12 noon	Lunch
1:00 pm	Concurrent Sessions 1. Dealing with Troublesome Presenters: Karen Trace, Camilla Witt QC 2. Assessing Credibility: Sheila J. Greckol JCQBA, Glenda Campbell QC, William Tilleman QC 3. Investigations-process and reporting: Barry Gross, Elizabeth Denham, Robin Carr 4. Literacy Awareness: Arthur Trudeau, CCAT
2:15 pm	Networking Break
2:45 pm	Plenary Session "Current Trends in Administrative Law" Frans Slatter, J.C.Q.B.A.; William W. Shores; James T. Casey QC
4:15 pm	Conference Wrap-up George Pheasey, President AFAJ

Pre-conference workshop:

Plain Language Writing for Tribunals (Limited to 24 persons)
May 30 - 31, 2006

This two-day research-based workshop helps participants learn how to write decisions in a plain language style. Instructors will prepare written feedback on several pages of individual writing, identify both personal strengths and weaknesses in writing, and have an individual conference with the participant about the written feedback. Participants learn the CLARITY model and practice rewriting examples. On the evening of day 1, participants will write a decision, or part of one, applying the plain language principles. Each person will receive an Improving Legal Writing Manual, a compendium of over-worked words with substitutes, and a CLARITY Deskminder. The workshop is intensive, but rewarding.

Post-conference workshop:

Giving Evidence (Limited to 24 persons)
June 2, 2006

Giving Evidence is a one-day course designed to familiarize witnesses with the basic tools to enable them to be productive witnesses in the hearing context. Through lecture and large and small group exercises, participants will practice preparing for and giving evidence in an administrative tribunal context. Whether you are a person who testifies multiple times and in different capacities or a one time witnesses, this course will make you more confident and comfortable with giving evidence.

Register early! Space is Limited

Accomodations & Directions

University of Alberta Conference Centre C 102 Lister Centre University of Alberta (87 Ave. & 116 St. Edmonton)

Rooms at the Conference Centre Please contact Guest Services at: 780-492-6057 or by E-mail: guestservices@ualberta.ca

Campus Tower Suite Hotel 11145-87 Avenue Please contact Guest Services at: 1-888-962-2522

University of Alberta Conference Centre: for a location map go to www.campusmap.ualberta.ca



Reminder: Register early for your fall courses!

Introduction to Administrative Justice

September 7 & 8, 2006 Edmonton November 23 & 24, 2006 Calgary

September 18, 2006 Edmonton

Evidence

Decision Making

Effective Hearings

October 30, 2006 Edmonton

October 12 & 13, 2006 Calgary

Decision Writing

December 4 & 5, 2006 Edmonton

<u>Interpreting Statutes I</u>

November 6 & 7, 2006 Edmonton