



CMA Ontario/Toronto West District

REGISTRATION FORM

Social Etiquette in a Business Environment

In a changing environment, learning a new way to attract and keep customers is something many can find of benefit. Refresh or update your social etiquette with learning how to make a great first impression, which includes dealing in social gatherings, making small talk, and business card exchange. This event will also introduce you to great ways of networking and interviewing, as well as some great pointers on doing a business lunch and general customer service.

About the Speaker:

Raised in the diplomatic community in Stockholm, Sweden, **Adeodata Czink** had her etiquette training right from the cradle. Twenty plus years ago she founded Business of Manners, a company that provides seminars in international etiquette, formal dining, social graces and customer service. Adeodata, a multi-lingual presenter, is in high demand as a guest lecturer and keynote speaker. She is a favourite with the media, and a protocol consultant for the film industry. Please welcome Canada's Empress of Etiquette.

Date:

Thursday, March 11th, 2010

Location:

Arts & Letters Club
14 Elm Street
Toronto, ON M5G 1G7
416-597-0223
www.artsandlettersclub.ca

Time:

6:00 p.m. – Registration/Networking/Cash Bar
6:30 p.m. – Dinner
7:30 p.m. to 9:00 p.m. – Speaker

Meal:

Cocktail Reception – stations and passed around
Wrap Sandwiches, Cocktail Sandwiches, Cheese Platters with Biscuits, Bruschetta with Roasted Tomato & Chevre, Hummus Dip with Pita Triangles, Roasted Pepper and Feta Dip with Crostini, Artichoke and Asiago Dip with Crostini, Lobster Crepes Bundles, Platters of Fruit with Berries, Lamb Satay with Coconut-Peanut Sauce, Vegetable Spring Rolls with Chili Plum Sauce, Skewers of Peppered Beef with Grain Mustard Dip, Skewers of Chipotle Chicken with Avocado Dip, Tarts and Squares, Coffee & Tea + 1 drink ticket per person (alcoholic or non-alcoholic)

Cost:

\$45.00 plus GST – Members
\$55.00 plus GST – Non-Members

CPLD:

3 credits

REGISTRATION FORM

Please fax or email your registration form to Leena Rosenberg, Tel : (416) 204-3140 or (800) 387-2991 ext 140,
Fax (416) 977-1365, lrosenberg@cmaontario.org

Social Etiquette in a Business Environment, Thursday, March 11th

Name: _____ Member #: _____

Tel: _____ Guest Name(s): _____

Credit Card (Visa/MasterCard): _____ Expiry Date: _____

Signature: _____ Dietary Restrictions: _____

No refunds for cancellations after March 5, 2010. Substitutions accepted at no charge.