

## Registration Information - JSGS Registration System

### Delivery

Our fall schedule includes a blend of delivery methods - roughly half will be in-person workshops and half will be online workshops. Please read the communicate carefully so you know the delivery format for your preferred workshops.

All workshops include both a live workshop (in person or online) and an online curriculum that participants must complete the week prior to the workshop. The online curriculum may include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations.

### In-person workshops

In-person workshops will be held at JSGS on the University of Regina's College Avenue Campus. There is a cost for on-site parking, and parking instructions and further information will be sent the week prior to each workshop. The in-person workshops will be delivered entirely in person, and we are not able to accommodate any participants joining through Zoom.



### Time commitment

Each half-day workshop includes a 1-2 hour pre-workshop online curriculum and a 3 hour live workshop. Each full-day workshop includes a 2 hour pre-workshop online curriculum and a 6 hour live workshop. Participants must be able to attend both live sessions to receive credit for a full-day workshop.

### Who can attend?

Any public servant can register for JSGS workshops - so feel free to share this information with colleagues! The target audience for the Policy Workshop Series is public sector employees who are directly involved in various aspects of development and implementation of public policy or who manage and provide oversight of the policy process. Public sector organizations include provincial, federal, and municipal governments, Crown organizations, Indigenous organizations and governments, universities and other educational institutions, and non-profits. If you are unsure if you are eligible to attend, please contact us.

### Registration fees

Full-day workshops cost \$350 per person (+GST, if applicable), and half-day workshops cost \$250 per person (+GST, if applicable). The *Leadership Foundations* workshop includes an additional and non-refundable fee for a leadership self-assessment, so the cost for that workshop is \$500 per person (+GST, if applicable).

### Registration launch

Registration for Fall 2022 will open on the JSGS website on **Thursday, June 9 @ 1 pm**. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment. A direct registration link will be sent to you the morning of the registration launch. Supervisor approvals are not built into the process, so you will need to obtain the appropriate approvals before you register.



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### Registration process

A number of organizations will use the JSGS online registration system (MarketPlace) to register for our workshops, including employees of:

- select Treasury Board Crowns, including Saskatchewan Liquor and Gaming Authority (SLGA), Saskatchewan Crop Insurance Corporation (SCIC), Tourism Saskatchewan, and Water Security Agency (WSA)
- boards, crowns, and agencies within the Government of Saskatchewan (GoS) who do not have access to the PSC Client system
- public servants outside of the GoS, such as federal or municipal government, Indigenous organizations and
- governments, universities and other education institutions, and non-profit organizations

### Waitlists & Cancellations

When you register for a workshop, you will receive an email from JSGS, indicating if you are confirmed or waitlisted. If you are on a waitlist and a seat becomes available, we will email you to confirm that you're able to attend. Cancellations must be received at least one week prior to each workshop. If you need to cancel after the deadline, we are happy to accept a substitute. If you are unable to find a substitute, we will charge 50% of the registration fee. Please note that we do enforce the cancellation fee policy, no matter the reason for the absence. If you are sick or suddenly cannot attend, we are happy to follow up with your manager or office to find a substitute to use your seat. To cancel, please email [janice.yule@uregina.ca](mailto:janice.yule@uregina.ca) or [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca).

### Payment

You will have to enter credit card payment information when you register for each workshop. Depending on the settings on your web browser, you may have the option to 'save' your payment information to save time on the next registration. On the day of each workshop, JSGS will process payments for that individual session. When we do so, you will receive a payment receipt by email.

### GST

If your organization is GST exempt, you will need to provide your GST exemption number. Please ensure you select the 'GST exempt' registration type when you register.

### Attendance Data

You will need to keep track of your own registrations through confirmation and waitlist emails and receipts you receive when payments are processed. The JSGS online registration system is not a database, so you will not have to log in to use the system.

### Certificates

If you complete at least six full days of training you will earn a Policy Workshop Series Certificate of Completion. Two half-day workshops equal one full day of training, and online workshops are worth the same as in-person workshops. Participants are responsible for tracking their completed workshops.

### Additional Training

JSGS also offers policy workshops for specific ministries, departments, or organizations. If you are interested in organizing a workshop for your group, please contact [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca).