

# Certificate of Attendance

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**Participant Name**

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**Participant Signature**

Thank you for attending the Women General Counsel Canada Inaugural Conference. Please sign this certificate and keep for your records. Below are details for entering your time into the LSUC portal.

Steps to enter program details:

1. Login at: [https://portal.lsuc.on.ca/wps/portal/custom\\_login\\_en](https://portal.lsuc.on.ca/wps/portal/custom_login_en)
2. Click the CPD link, then choose Add
3. Under Activity Type, select CPD Program or Course\*
4. Enter all details as required, including both professionalism and substantive hours and minutes, rounding to nearest 5 minutes (see below)
5. Add speaker name(s) in text box for other information (see below)\*\*
6. Click Submit

\*Select CPD Program

\*\*Refer to the program deck for details.

## Program Details

- Area of Law: **Ethics, professional resp and/or practice mngmt**
- Program Name: **Women General Counsel Group Canada Inaugural Conference**
- Provider: **Women General Counsel Group Canada**
- Location: **Toronto**
- Start Date: **January 19, 2017 /End Date: January 19, 2017**
- Substantive **Hours: 5\*\*\* /Substantive Minutes: 25**
- Professionalism Hours: **5 /Professionalism Minutes: 25**
- Total CPD: **05\*\*\* HH, 25 MM Substantive + 05 HH, 25 MM Professionalism = 10.50 hour CPD**
- Text Box for other information:
- Speaker: **Refer to program deck for details.**

Important note: If you did not attend the full program, round attendance to the nearest 5 minutes.

\*\*\* = Attendees may determine the eligibility of content for Substantive hours. Any educational content in the conference that enhances the attendees knowledge and/or competence with respect to their practice can be claimed toward Substantive hours. Women General Counsel Canada recommends 5 HH, 25 MM.

For questions, please contact Hanna Ha at [hanna.ha@bmo.com](mailto:hanna.ha@bmo.com).