

The value of information 11-14 September 2016 Perth, Western Australia, Australia

Speaker Registration Form and Tax Invoice

REGISTRATION

Family Name	
Given Name	Title
Name for Badge	
Position	
Organisation	
Address State Country	Postcode
Day Telephone Facsimile	Mobile Telephone
Email	

Do you have any food allergies? If so please specify: _

 I have read and understood the Registration Terms and Conditions as outlined below
I do not agree to RIM Professionals Australasia to providing my details (name, company and location eg state/ country) on a delegate listing to promote networking at inForum, even though no contact details will be shared.

REGISTRATION TERMS AND CONDITIONS

REGISTRATION CANCELLATION & NO SHOW POLICY

All cancellations must be notified in writing to the inForum Convention Secretariat. Cancellations more than 30 days prior to the event will be charged 25% of the registration fee to cover Administration, cancellations less than 30 days prior to the event will be charged 50% of the registration fee to cover Administration and cancellations less than 7 days prior to the event will be charged 75% of the registration fee to cover Administration fee to cover Administration fee to cover Administration and cancellations less than 7 days prior to the event will be charged 75% of the registration fee to cover Administration. Delegate bookings are transferable only by contacting the inForum Convention Secretariat in writing. Where a delegate fails to attend and does not advise of cancellation prior to the event the registration fee will be charged in full.

EXPLANATION OF CONVENTION REGISTRATION

Full registrations (Member and Non-Member) include access to all sessions, convention satchel, day catering each day, and Welcome and Gala Dinnersocial event (not sessions or events marked optional). Full registrations can be shared between employees of the same organisation, however only one person can be on-site at any given time and individual name tags will not be provided. Non Member registrations also include Individual membership to RIM Professionals Australasia for 2016/2017.

For other registration types please see the Delegate Registration Form

DEFINITION OF MEMBER

The term member means current financial members of Records and Information Management Professionals Australasia.

LIABILITY

In the event of any disruption or event leading to losses or added expenses being incurred in respect to the 2016 inForum Convention, there shall be no liability attached to Records and Information Management Professionals Australasia, or the 2016 inForum Convention or the Convention Organising Committee. It is therefore important that each delegate organise travel and/or health insurance.

SOCIAL EVENTS

The Welcome Reception and Gala Awards Dinner are complimentary with a full registration on an opt-in basis, numbers are limited and seats are NOT guaranteed. If capacity is reached and/or if you fail to opt-in by 30th August you will be unable to attend.

Registration

As a speaker you have been provided with a complimentary FULL registration. Please ensure your completed registration is returned to the convention Secretariat **by 31 July 2015**. Registration does not include workshops and social program items which can be purchased below.

Complimentary Functions		Attending? These functions are opt in and numbers are limited. Once capacity			
Velcome Reception - Sunday 11th Septe Australiana" Gala Awards Dinner - Mo		☐ Yes ☐ No ☐ Yes ☐ No	is reached and/or if you do not indicate your intention to attend by 31 July 2016 you will not be able to attend.		
Optional Events and Partner Tic	kets for Social Pro	ogram			
Velcome Reception Partner Tickets unday 11th September, 6.00pm-8.00pm		\$88.00 (incl \$6.00 GST) \$80.00 (excl GST) tickets = \$			
Australiana" Gala Awards Dinner Part Ionday 12th September, 6.30pm-11.30pm	ner Tickets	\$154.00 (incl \$10.00 GST) \$140.00 (excl GST) tickets = \$			
erth & Surrounds City Sights Bus Tou unday 11th Sept, 1.00pm-2.30pm	r (max 30)	\$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$			
Vorkshops (max 56 per workshop)					
londay 12th September, 1.25pm-2.50pm <i>ess in more': a practical implementation of the l</i>	IAA's Business System Asse	\$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$			
uesday 13th September, 11.10am-12.30pm ransform your Organisation: Practical Strategie	s for Transition to Digital F	\$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$			
uesday 13th September, 1.25pm-2.50pm <i>nplementing an EDRMS</i>		\$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$			
ponsored Breakfast Session /ednesday 14th Sept, 7.30am-8.55am /o cost to attend (max 60)	Attending?	Yes 🗌 No	Total Payabl	C (Social + Workshops)	
Telephone Free	call Australia 1800	242 611 Freed	all New Zealand	0800 400 625	
PAYMENT METHODS (please till Cheque / Bank Draft – Invoice Requested – p Credit Card – please det Circle one: Mastercar Card No. Name of Cardholder:	please find enclosed ch lease invoice me for pay	vment within 14 day	ent amount due AUE	Date	
<u> </u>		_			
OFFICE USE ONLY Registration #	Date Entered Bank		Cheque # Branch		