

# Speaker Registration Form and Tax Invoice

## REGISTRATION

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

**Full** registrations (Member and Non-Member) include access to all sessions, convention satchel, day catering each day, and Welcome social event (not sessions or events marked optional).

Non Member registrations also include Individual membership to the RIM Professionals Australasia for 2014/2015.

**Student** registrations include access to all sessions, convention satchel, day catering each day. They do not include ANY social events or optional events, which may be purchased separately. Students must provide Student Membership Identification to the Convention Secretariat at the time of registering.

**Day** registrations include access to all sessions, convention satchel, morning & afternoon tea and lunch on the day of registration (no afternoon tea served on Wednesday). They do not include social events or optional events, which may be purchased separately.

**Trade** registration is only available to Exhibition Sponsors. It covers the cost of morning & afternoon tea and lunch each day. It does not include access to sessions, the convention satchel or social events, which may be purchased separately. To register exhibition staff refer to the Exhibition 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 2014 inForum Convention, there shall be no liability attached to Records and Information Management Professionals Australasia, or the 2014 inForum Convention or the Convention Organising Committee. It is therefore important that each delegate organise travel and/or health insurance.

