

Registration form

- Please fax your completed registration form to IPAA NSW on 02 9241 1920, or mail to GPO Box 904, Sydney NSW 2001, or register and pay online at www.nsw.ipaa.org.au
- For all enquiries phone 02 9228 5225 or email info@nsw.ipaa.org.au
- Please write details clearly using BLOCK letters and tick appropriate boxes. Please complete a separate form for each person/course.

Personal information

Title _____ Surname _____

Given names _____

Preferred name _____

Position _____

Organisation/agency _____

Office/division _____

Postal address _____

 _____ Postcode _____

Work address _____
 _____ Postcode _____

Phone _____ Fax _____

Mobile _____

Email _____

I would like to receive emailed notices of upcoming events. Yes No

I would like to receive next year's Program Book. Yes No

Please inform us of any special needs you have (eg. wheelchair access, dietary requirements, etc): _____

To enable IPAA NSW to appropriately target our services please tick the relevant box:

I am 34 years and under 35 years +

The highest tertiary qualification I possess is (tick one box)

- Certificate Diploma
- Undergraduate degree Post graduate diploma
- Masters Doctorate

Please tick the region you are from:

- Sydney metro Greater Western Sydney
- Illawarra North Coast
- South East Central Coast
- Hunter New England/North West
- Riverina-Murray Western NSW
- Other

Program information

Course title _____

Course code _____ Course date _____

Fee \$ _____

Fee type Member Non member Group bookings

Billing information

Have you gained your organisations approval prior to registering? Yes No

Organisation _____

Address _____
 _____ Postcode _____

Accounts contact name _____

Phone _____ Fax _____

Email _____

Payment details

Please tick the relevant payment option:

- Cheque enclosed Cheque following AMEX
- Please invoice Credit card. Complete details below.

Credit card payment:

- Visa MasterCard AMEX
- Diners Club Bankcard Please send invoice

Card number

Expiry Month Year

Authorised amount \$ _____

Cardholder's name _____

Cardholder's signature _____ Date _____

IPAA NSW — ABN 13 432 812 038

Payment and cancellation policies

Payment policy — Payment is due upon confirmation of registration and is expected before the date of the course. Your place will be reserved and confirmed upon receipt of your written registration by fax, mail or email. An invoice/confirmation will be sent and payment should be processed as soon as the invoice is received.

Cancellation policy — Cancellation must be in writing. 50% of the fee will be payable when a cancellation is received between 5 and 10 working days prior to the event, course materials will be forwarded. 100% course fee will be payable for cancellations received less than 5 working days prior to the event and course materials will be forwarded. Substitute nominees may attend in your place. Note that if you do not cancel and do not attend, you are responsible for payment.

Group booking policy — Where 3 or more people from one agency book and pay together for the same course code the group booking rate applies.

Transfer policy — Transfers to another course must be requested 10 working days prior to the event. Transfers can only be requested when the course fee has been paid. The first transfer request is at no additional cost, subsequent transfers requests will attract a transfer of \$50.00. All requests for transfers must be in writing.

Program changes — IPAA NSW reserves the right to change programs/ speakers, or to cancel programs if enrollment criteria are not met or when conditions beyond its control prevail. All registrants will be notified in the event of cancellation and their registration fee will be refunded.

Privacy policy — IPAA NSW is committed to protecting the privacy of information collected about its members and clients. The institution collects information as required in order to administer and manage registrations for its events. If you do not provide all the relevant information, your registration may not be confirmed. In some cases your name and agency will appear on a participant list distributed to participants in a workshop/course/conference.

If you wish to access your information or have any queries in relation to the manner in which the institution handles your personal information, please contact IPAA NSW on 02 9228 5225.