

# Registration Form and Tax Invoice

## REGISTRATION

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

State/Country \_\_\_\_\_ Postcode \_\_\_\_\_

Day Telephone \_\_\_\_\_ 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. 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 and Gala Dinner social 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 2017/2018.

**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.

**Trade Exhibitor** 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. For an additional fee Trade Exhibition staff may also upgrade to full registration and attend sessions (max 2 per stand applies).

**Trade Visitor** registration only allows free access to the Trade Exhibition during specified times, there are no further inclusions.

### 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 2017 inForum Convention, there shall be no liability attached to Records and Information Management Professionals Australasia, or the 2017 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

all prices are shown in Australian dollars. Non-Australian residents should pay the excluding GST price shown.

Please indicate your choice of registration type by ticking the corresponding box.

Membership Type	Early Bird Registration <i>payment must be received by 30/6/17</i>	Standard Registration <i>payment must be received by 30/8/17</i>	Late Registration <i>payment received after 30/8/17</i>
<b>Professional Member (Fellow or Chartered)</b>	<input type="checkbox"/> \$1,199.00 (incl \$109.00 GST) <input type="checkbox"/> \$1,090.00 (excl GST)	<input type="checkbox"/> \$1,496.00 (incl \$136.00 GST) <input type="checkbox"/> \$1,360.00 (excl GST)	<input type="checkbox"/> \$1,793.00 (incl \$163.00 GST) <input type="checkbox"/> \$1,630.00 (excl GST)
<b>Professional Member (Associate)</b>	<input type="checkbox"/> \$1,265.00 (incl \$115.00 GST) <input type="checkbox"/> \$1,150.00 (excl GST)	<input type="checkbox"/> \$1,584.00 (incl \$144.00 GST) <input type="checkbox"/> \$1,440.00 (excl GST)	<input type="checkbox"/> \$1,903.00 (incl \$173.00 GST) <input type="checkbox"/> \$1,730.00 (excl GST)
<b>Member (Individual or Corporate Nominee)</b>	<input type="checkbox"/> \$1,408.00 (incl \$128.00 GST) <input type="checkbox"/> \$1,280.00 (excl GST)	<input type="checkbox"/> \$1,760.00 (incl \$160.00 GST) <input type="checkbox"/> \$1,600.00 (excl GST)	<input type="checkbox"/> \$2,112.00 (incl \$192.00 GST) <input type="checkbox"/> \$1,920.00 (excl GST)
<b>ASA Member</b>	<input type="checkbox"/> \$1,826.00 (incl \$166.00 GST) <input type="checkbox"/> \$1,660.00 (excl GST)	<input type="checkbox"/> \$2,277.00 (incl \$207.00 GST) <input type="checkbox"/> \$2,070.00 (excl GST)	<input type="checkbox"/> \$2,739.00 (incl \$249.00 GST) <input type="checkbox"/> \$2,490.00 (excl GST)
<b>Non Member</b>	<input type="checkbox"/> \$2,024.00 (incl \$184.00 GST) <input type="checkbox"/> \$1,840.00 (excl GST)	<input type="checkbox"/> \$2,530.00 (incl \$230.00 GST) <input type="checkbox"/> \$2,300.00 (excl GST)	<input type="checkbox"/> \$3,036.00 (incl \$276.00 GST) <input type="checkbox"/> \$2,760.00 (excl GST)
<b>Full Time Student</b>	<input type="checkbox"/> \$165.00 (incl \$15.00 GST) <input type="checkbox"/> \$150.00 (excl GST)	<input type="checkbox"/> \$220.00 (incl \$20.00 GST) <input type="checkbox"/> \$200.00 (excl GST)	<input type="checkbox"/> \$275.00 (incl \$25.00 GST) <input type="checkbox"/> \$250.00 (excl GST)

## Complimentary Functions

**Welcome Reception** - Sunday 10th September, 6.00pm-8.00pm  
**Gala Awards Dinner** - Tuesday 12th September, 6.30pm-11.30pm

Attending?

Yes  No  
 Yes  No

*These functions are opt in and numbers are limited. Once capacity is reached and/or if you do not indicate your intention to attend by 30 August 2017 you will not be able to attend.*

## Optional Events and Partner Tickets for Social Program

**Welcome Reception Partner Tickets**  
 Sunday 10th September, 6.00pm-8.00pm  
 \$88.00 (incl \$8.00 GST)  
 \$80.00 (excl GST) \_\_\_\_\_ tickets = \$ \_\_\_\_\_

**Gala Awards Dinner Partner Tickets**  
 Tuesday 12th September, 6.30pm-11.30pm  
 \$154.00 (incl \$10.00 GST)  
 \$140.00 (excl GST) \_\_\_\_\_ tickets = \$ \_\_\_\_\_

### Workshops (max 56 per workshop)

Monday 11th September, 11.00am-12.25pm (1 hr 20 min)  
**How to develop a risk register**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Monday 11th September, 1.30pm-2.55pm (1 hr 20 min)  
**Networking necessities, niceties and nasties**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Monday 11th September, 3.35pm-5.00pm (1 hr 20 min)  
**Innovative information management by design**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Tuesday 12th September, 10.50am-11.50am (1 hr)  
**Your Elevator Pitch: How to convey your value clearly, succinctly and powerfully**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Tuesday 12th September, 1.30pm-4.20pm (2 hr)  
**Addressing the 'people problem': an introduction to the ICA Information Culture Toolkit**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Wednesday 13th September, 9.00am-10.25am (1 hr 20 min)  
**How to develop an effective Business Classification Scheme**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

### Site Visits (max 25 per tour)

Monday 11th September, 1.00pm-4.00pm (3 hr)  
**Queensland Museum Back of House Tour**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

Tuesday 12th September, 1.00pm-4.00pm (3 hr)  
**Queensland Museum Back of House Tour**  
 \$33.00 (incl \$3.00 GST) / \$30.00 (excl GST) \$ \_\_\_\_\_

### Sponsored Breakfast Sessions (no cost to attend - max 60 per breakfast)

Tuesday 12th September, 7.30am-8.55am  
**Bing Technologies**  
 Attending?  Yes  No

Wednesday 13th September, 7.30am-8.55am  
**TBC**  
 Attending?  Yes  No

## Total Payable

Registration \$ \_\_\_\_\_  
 Partner Tickets \$ \_\_\_\_\_  
 Workshops & Site Visits \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

