

# Speaker Registration Form and Tax Invoice

## REGISTRATION

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

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

Name for Badge \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

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 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.

