

Title of Event



Dr Mark Harvey presents 'The Black Art of Taxonomy, or How Species are named', an often humorous insight into how a classification system is used to name organisms.

We all naturally use classification to give order and meaning to our life. Think of how we automatically group similar types into subgroups, i.e. we classify people into groupings of family, friends, workmates, neighbours, strangers etc. We use this same classification approach for effective management of records to give them meaning and context, to aid in their management and retrieval.

Taxonomy is the universal scientific discipline for understanding and classifying biological diversity, (biodiversity) which allows for a universal ready understanding of the species being discussed.

Who should attend?

- Records and Information managers and Archivists
- Records and information management officers
- Those who use classification systems in their work

Event details

Date: 15 September 2010

Time: 7:15am registrations
7:30am to 9:00am event

Where: Arabella Room, Seasons of Perth Hotel, 37 Pier St Perth

Cost (incl GST)

RMAA Members

FRMA/MRMA	\$32.00
ARMA	\$33.00
Individual/Corporate	\$35.00

Non RMAA Members

ASA/IIM Members	\$40.00
Others	\$44.00

(Includes cooked breakfast)

Dr Harvey, an eminent scientist, is Senior Curator with the Western Australian Museum, and a commissioner of the International Commission on Zoological Nomenclature

RMAA CPD Points = 2.5

If you are registering using your credit card please do so online: www.rmaa.com.au
If you require an invoice in order to pay please complete the following and forward via
Fax: Australia 1800 333 802 or New Zealand 0800 400 626
Email: wendy.daw@rmaa.com.au

Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____





Registration Terms & Conditions

All registrations for RMAA events are made subject to the terms and conditions of RMAA as set out below:

Payment Terms

Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and attract the New Zealand GST of 12.5%.

Cheques should be made payable to RMAA and sent to RMAA, PO Box 276, St Helens, TAS Australia 7216
Bank transfers in AUD\$ should be deposited into CBA Account 'Records Management Association of Australasia', BSB: 064-000, Account Number: 1077 6171. Notification of payments made in this way should be via a remittance advice to finance@rmaa.com.au

Bank transfers in NZ\$ should be deposited into ANZ Account 'Records Management Association of Australasia' Account 010102-0597629-00. Notification of payments made in this way should be via a remittance advice to finance@rmaa.com.au

Payments can also be made by credit card (Visa/Mastercard).

Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment Certificates.

Cancellations

Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by either emailing wendy.daw@rmaa.com.au or by writing to RMAA, PO Box 276, St Helens, TAS Australia 7216.

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

Failure to attend an event does not negate your commitment to pay for attendance. If there are extenuating circumstances, please contact wendy.daw@rmaa.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a corporate member, you can substitute with a non-member for a local event only. To inform us of a name change, please email wendy.daw@rmaa.com.au We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of RMAA, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

RMAA is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and RMAA's privacy policy

FAX TO: 1800-333-802 OR EMAIL wendy.daw@rmaa.com.au