

IAM 2011: Information Overload

Perth, Friday 13 May 2011

Breakfast seminar



Information Awareness Month (IAM) is a nation-wide collaborative event between various bodies within the records, archives, library and information management community. The theme for 2011 is "Information Overload: Finding the tree in the digital forest". Speakers in Perth will discuss the EDRMS functionality of Sharepoint 2010 and a practitioner's perspective of an implementation project involving Sharepoint 2010 at a city council.

Program

7.00 – 7.15	Registration & Welcome
7.15 – 7.45	Breakfast
7.45 – 8.30	First speaker: Domenic Chiera, Solution Specialist, Microsoft <i>Domenic Chiera will firstly illustrate EDRMS functionality available in Sharepoint 2010.</i>
8.30 – 8.45	Break for tea/coffee or comfort
8.45 – 9.30	Second speaker: Andrew Warland, Sydney-based IM consultant <i>Andrew Warland will then talk from a practitioner's perspective at a city council. The title of the presentation is: "Managing records in Sharepoint 2010".</i>
9.30 – 9.45	General discussion about dealing with Information Overload
9.45 – 10.00	Wrap up and close

***Question time follows each presentation**

Sponsored by Objective



REGISTRATION



Event details

Date: **Friday 13 May 2011**
Time: 7am to 10am
Where: Kings Perth Hotel
517 Hay Street Perth
08 9325 6555
<http://www.kingshotel.com.au/>
Parking: Wilson's carpark is next door (near cnr. Hay & Pier Sts)
Registrations close: **Tuesday 10 May 2011**

CHAIR: Dr Pauline Joseph, WA Branch Councillor

IAM website

www.informationawarenessmonth.com.au

Event CPD Points (Category C) = 3

Cost (incl GST)

RIM Professionals Members

FRIM/MRIM	\$41
ARIM	\$44
Individual/Corporate	\$46
Student/Community	\$35

Non RIMPA Members

ACS/ALIA/ASA/IIM Members	\$54
Others	\$64

Includes a hot buffet & a continental buffet breakfast

If you are registering using your credit card please do so online: www.rimpa.com.au
If you are a student/ community member or require an invoice in order to pay please complete the following details and forward via Fax: Australia 1800 333 802 Email: susan.henshaw@rimpa.com.au **PLEASE PRINT CLEARLY**

Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____



Registration Terms & Conditions

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

Payment Terms

Online Registration: Payment is required upon registration.

For invoices: 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 do not attract any GST

Cheques should be made payable to RIM Professionals Australasia and sent to RIM Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216

Payments can also be made by EFT and 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 / Qualification 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 emailing susan.henshaw@rimpa.com.au

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 susan.henshaw@rimpa.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 member, but need to substitute with a non-member, the difference will be invoiced. To inform us of a name change, please email susan.henshaw@rimpa.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 RIM Professionals Australasia, 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

RIM Professionals Australasia 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 RIM Professionals Australasia privacy policy

FAX TO: 1800-333-802 OR EMAIL susan.henshaw@rimpa.com.au