

WA Branch Christmas Event:

Networking over drinks and platters



WA Branch Christmas Event

The WA Branch of RIM Professionals Australasia is pleased to invite you to their Christmas and end of year celebration on 9 December.

This event is an opportunity to network with new and experienced practitioners, counterparts in other organisations, supplier and other related professionals. Expand your network and find answers to those burning IM questions in a fun and relaxed atmosphere.

Wear Christmas colours (red, green or gold) to the event, so that newcomers can find us easily. Platters/Canapes will be provided; buy your drinks at the venue as you please.

Come along and enjoy the last event for the year. We look forward to seeing you there!

Event details

Date: 9 December 2014

Time: 4.30pm to 7.00pm

Where: Moon and Sixpence
300 Murray Street
Perth WA 6000

Registrations close COB Friday 5 December

Cost (incl GST)

Records and Information Management

Professionals Australasia Member

Chartered/Fellow	\$8.00
Associate	\$9.00
Corporate/ ASA Affiliate/Student	\$10.00

Non Members	\$15.00
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Please return to: Fax: 1800 333 802 or email: wendy.morris@rimpa.com.au
Leave credit card details blank if you intend to pay upon receipt of invoice

REGISTRATION



Name: _____
Company: _____
Address: _____
Email: _____
Telephone: _____
Dietary Requirements: _____
Association & Member No.: _____
Card Number (VISA/MC): _____
Sec. Code: _____
Cardholder: _____
Expiry: _____
Signature: _____



Registration Terms & Conditions

All registrations for Records and Information Management Professionals Australasia events are made subject to the terms and conditions of Records and Information Management 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.

All invoices which remain outstanding after the 30 day payment term will be referred to a debt collection agency and all fees associated with collection of the debt will be added to the outstanding invoice total.

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 Records and Information Management Professionals Australasia and sent to Records and Information Management 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. Please note that any registrations accepted after the RSVP date will attract a 15% surcharge. Attendees who fail to pre-register for an event but show up on the day may be turned away, however in the event they are admitted, a 50% surcharge will apply.

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 wendy.morris@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 wendy.morris@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 wendy.morris@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 Record and Information 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

Records and Information Management 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 Records and Information Management Professionals Australasia privacy policy

FAX TO: 1800-333-802 OR EMAIL wendy.morris@rimpa.com.au