

“Electronic signatures and approvals”

Three speakers, Q&A and Audience discussion



The presentations will provide an insight into some of the issues currently facing organisations and staff.

1. Case study: Managing online approvals for the employee development process

Vicki Mills, Information Management Coordinator, Fremantle Ports
Vicki began her career in local government but joined Fremantle Ports when she commenced studies in Records and Information Management. Vicki steadily advanced to her current role which has responsibility for all aspects of information and knowledge management, including RM8 administration and improvement initiatives to maintain best practice. Vicki's presentation will show how Fremantle Ports journeyed to achieve business continuity and compliance via electronic approvals for the employee development process using HR Records Manager, and how these concepts can be applied across any organisation.

2. Electronic signatures and approvals: An overview

Lisa Read-White & Debbie Cutts, WA Branch President and Councillor

Lisa and Debbie will discuss legislation, precedents and industry examples. Productivity gains from electronic approvals will be highlighted. Lisa and Debbie both have extensive qualifications, experience and high profiles in the Information Management sector. Lisa regularly works with organisations to implement electronic approvals, and Debbie won the 2014 RIM Professionals Australasia Information Proficiency/Sigma Data Individual Award for Excellence.

3. Q&A and audience discussion

Following the presentations, the audience is invited to ask questions of all the speakers, participate in a lively discussion of the issues raised, and to comment on their own experiences.

Event details

Date: Wednesday 25 March 2015

Time: 7am to 9.30am

Where: Kings Perth Hotel
525 Hay Street Perth
(Wilsons carpark is next door,
cnr. Hay & Pier Sts)

Registrations close: Wednesday 18 March

Cost (incl GST)

RIM Professionals Australasia Members

MRIM/FRIM	\$40
ARIM	\$45
Individual/Corporate	\$50

Non RIM Professionals Australasia Members

ASA/IIM Members	\$60
Others	\$70
Students	\$25

Includes: Continental & hot buffet breakfast

Sponsored by



RIM Professionals CPD Points = 2

Please return to: Fax: Australia 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): _____ Expiry: _____

Security Code: _____ Cardholder: _____ Signature: _____



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.

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 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. 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 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 wendy.morris@rimpa.com.au