

# RIMPA WA Branch & ALIA Students and New Graduates Group and Curtin DIS Alumni

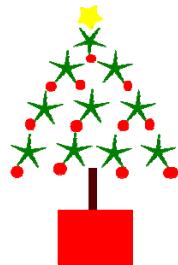
## Christmas Function: Networking over drinks and platters



### End of year & Christmas Event

The WA Branch of RIM Professionals Australasia, together with the ALIA Students and New Graduates Group and the Curtin DIS Alumni, are pleased to invite you to their Christmas and end-of-year celebration on 11 December.

This event is an opportunity to network with new and experienced practitioners – your counterparts in other organisations and disciplines.



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.

### Event details

Date: 11 December 2015  
Time: 4.30pm to 6.30pm  
Where: The Grosvenor Hotel  
339 Hay Street  
Perth WA 6000

**Registrations close COB Friday 4th Dec**

### Cost (incl GST)

#### RIM Professionals Australasia Members

MRIM / FRIM	\$8.00
ARIM	\$9.00
Corporate Nominee or ALIA, ASA, IIM Affiliate or	
Student	\$10.00
<b>Non Members</b>	<b>\$15.00</b>

*Your registration fee gives you one free drink (beer or wine) on arrival, as well as canapés.*

### EVENT SPONSORED BY:

#### Department of Information Studies



Please return to: Fax: 1800 333 802 or email: [wendy.morris@rimpa.com.au](mailto: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](mailto: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](mailto: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](mailto: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](mailto:wendy.morris@rimpa.com.au)**