



# Breakfast Series

## - Case Studies

*The RMAA Queensland Branch  
is pleased to present  
its first Breakfast Series event on*

### **Case studies in Records and Relocations**

*Join us on Feb 11 to gain an  
understanding the issues surrounding  
records, filing systems and relocations,  
and the options available to you for  
storage facilities.*

#### **COSTS** (incl GST)

Fellow/Chartered Members	\$32
Associate Members	\$34
Affiliate/Corp Members	\$35
ASA/QKM/IIM Members	\$45
Non Members	\$50

#### **WHO SHOULD ATTEND?**

This Breakfast seminar is intended for:

- people new to the recordkeeping industry,
- Records Professionals looking to clean up the clutter and remain organized.
- Records staff needing to find solutions to their storage problems or how to deal with relocations effectively

**Berkley's on Ann  
(Hotel Rendezvous)  
Cnr Edward and Ann Streets,  
Brisbane  
(opposite Central Station)**

**11 February 2009  
8am – 10.30pm**

**RSVP by 3 February 2009**

#### **REGISTRATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Member No:  
(if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please Invoice me

Dietary Requirements: \_\_\_\_\_

Please charge my credit card (Visa and Mastercard only)

Card Type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_

**FAX TO 1800-333-802**



## 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](mailto: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](mailto: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 [admin@rmaa.com.au](mailto:admin@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 [admin@rmaa.com.au](mailto:admin@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 [admin@rmaa.com.au](mailto:admin@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' privacy policy