

REGISTRATION FORM & TAX INVOICE

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALASIA
ABN 72 008 520 009

25th RMAA International Convention
7th – 10th September 2008
Sydney Convention & Exhibition Centre, Sydney, NSW
Adapting & Adopting

SECTION A - DELEGATE REGISTRATION

Family Name	<input type="text"/>		
Given Name	<input type="text"/>	Title	<input type="text"/>
Name for Badge	<input type="text"/>		
Position	<input type="text"/>		
Organisation	<input type="text"/>		
Address	<input type="text"/>		
State	<input type="text"/>		
Country	<input type="text"/>	Postcode	<input type="text"/>
Day Telephone	<input type="text"/>		
Facsimile	<input type="text"/>		
Email	<input type="text"/>		

Dietary Requirements (other than vegetarian) ie Vegan, Coeliac, Diabetic, etc

REGISTRATION CANCELLATION & NO SHOW POLICY

All cancellations must be notified in writing to the 2008 RMAA Convention Secretariat. Cancellations more than 30 days prior to the event will be charged 25% of the registration fee to cover Administration and cancellations less than 30 days prior to the event will be charged 50% of the registration fee to cover Administration. Delegate bookings are transferable only by contacting the 2008 RMAA Convention Secretariat in writing. Where a delegate fails to attend and does not advise of cancellation prior to the event the registration fee will be charged in full.

EXPLANATION OF CONVENTION REGISTRATIONS

Full Member and Non-Member registrations include access to all sessions, user forum breakfast, convention satchel, morning & afternoon tea and lunch each day, plus all social events. Non Member registrations also include Individual membership to the RMAA for 2008/2009.

Student registrations include access to all sessions, convention satchel, morning & afternoon tea and lunch each day. They do not include social events, which may be purchased separately. Students must provide Student Membership Identification to the Convention Secretariat at the time of registering.

Day registrations include access to all sessions, convention satchel, morning & afternoon tea and lunch on the day of registration. They do not include social events, which may be purchased separately.

Trade Exhibition registration is only available to Exhibition Sponsors. It covers the cost of morning & afternoon tea and lunch. It does not include access to sessions, the convention satchel or social events, which may be purchased separately. To register booth staff refer to the Exhibition Registration Form.

DEFINITION OF MEMBER

The term member means current financial members of the Records Management Association of Australasia (RMAA).

LIABILITY

In the event of any disruption or event leading to losses or added expenses being incurred in respect to the 2008, 25th RMAA International Convention and Optional Workshops, there shall be no liability attached to the Records Management Association of Australasia (RMAA), or the 25th RMAA International Convention or the Convention Organising Committee. It is therefore important that each delegate organise travel and/or health insurance.

SECTION B – EARLY BIRD REGISTRATION FEE **(If full payment received by 31st July 2008 by Convention Secretariat)

Type of Registration	Amount (incl GST)	Amount (excl GST)	Amount of GST	Payment Required AUD\$
Professional Member (Fellow or Chartered Member)	\$1,188.00	\$1,080.00	\$108.00	\$
Professional Member (Associate)	\$1,243.00	\$1,130.00	\$113.00	\$
Member (Corporate or Individual)	\$1,320.00	\$1,200.00	\$120.00	\$
SNIA Member	\$1,683.00	\$1,530.00	\$153.00	\$
Non-Member	\$1,870.00	\$1,700.00	\$170.00	\$
Subtotal				\$

SECTION C – STUDENT & DAY REGISTRATION FEE *

*(no date restrictions apply)

Type of Registration	Amount (incl GST)	Amount (excl GST)	Amount of GST	Payment Required AUD\$
Full Time Student	\$165.00	\$150.00	\$15.00	\$
Day Registration – Member Please indicate which day – Mon / Tues / Wed	\$577.50	\$525.00	\$52.50	\$
Day Registration – Non-Member Please indicate which day – Mon / Tues / Wed	\$825.00	\$750.00	\$75.00	\$
Subtotal				\$

SECTION D – STANDARD REGISTRATION FEE **(If full payment received after 31st July 2008 by Convention Secretariat)

Type of Registration	Amount (incl GST)	Amount (excl GST)	Amount of GST	Payment Required AUD\$
Professional Member (Fellow or Chartered Member)	\$1,485.00	\$1,350.00	\$135.00	\$
Professional Member (Associate)	\$1,567.50	\$1,425.00	\$142.50	\$
Member (Corporate or Individual)	\$1,650.00	\$1,500.00	\$150.00	\$
SNIA Member	\$2,079.00	\$1,890.00	\$189.00	\$
Non-Member	\$2,310.00	\$2,100.00	\$210.00	\$
Subtotal				\$

SECTION E – SOCIAL PROGRAM FOR DELEGATES

Included in cost of Full Registration. Please indicate which events you will be attending during the Convention.

Social Function	I will be attending	I will not be attending
Welcome Reception Cocktails (Sunday 7 th Sept)		
“All that Glitters” Official Dinner (Monday 8 th Sept)		
Trade Exhibition Viewing and Networking Drinks (Tuesday 9 th Sept)		
Farewell Drinks (Wednesday 10 th Sept)		

Please note: Failure to indicate your intention to attend/not attend the above listed functions will be interpreted by the RMAA as your intention to NOT attend and you will not be catered for (regardless of registration type).

SECTION F – SOCIAL PROGRAM (ADDITIONAL TICKETS)

These are tickets for Partners, Trade exhibitors, Student or Day registrants

Social Function	No. of tickets required	Amount (incl GST)	Amount (excl GST)	Amount of GST	Payment Required AUD\$
Welcome Reception Cocktails (Sunday 7 th Sept)		\$55.00	\$50.00	\$5.00	\$
“All that Glitters” Official Dinner (Monday 8 th Sept)		\$110.00	\$100.00	\$10.00	\$
Farewell Drinks (Wednesday 10 th Sept)		\$33.00	\$30.00	\$3.00	\$
Subtotal					\$

