

## Personal details

title \_\_\_\_\_ first name \_\_\_\_\_ last name \_\_\_\_\_  
 position \_\_\_\_\_  
 employer \_\_\_\_\_  
 postal address \_\_\_\_\_  
 \_\_\_\_\_  
 phone \_\_\_\_\_ fax \_\_\_\_\_  
 email \_\_\_\_\_ customer number (if known): adb \_\_\_\_\_

## Seminar (please tick relevant date)

Grievance handling skills	\$632.50	9am–5pm	19 Aug <input type="checkbox"/>	26 Nov <input type="checkbox"/>
Grievance management and resolution skills (2 days)	\$1,166	9am–5pm	23/24 Sep <input type="checkbox"/>	
Skills for Contact Officers	\$632.50	9am–5pm	25 Aug <input type="checkbox"/>	24 Nov <input type="checkbox"/>
Recruitment and termination	\$319	9am–1pm	2 July <input type="checkbox"/>	18 Nov <input type="checkbox"/>
Implementing EEO	\$319	9am–1pm		11 Nov <input type="checkbox"/>
Harassment and bullying prevention	\$319	9am–1pm	20 Aug <input type="checkbox"/>	19 Nov <input type="checkbox"/>
Managing diversity in the workplace	\$319	9am–1pm		28 Oct <input type="checkbox"/> <b>NEW!</b>
Case law update	\$319	9am–1pm		25 Nov <input type="checkbox"/>
Working with disability	\$319	9am–1pm	8 July <input type="checkbox"/>	17 Nov <input type="checkbox"/> <b>NEW!</b>
Breakfast seminar for lawyers	\$165	7am–8.30am		26 Oct <input type="checkbox"/> <b>NEW!</b>

**TOTAL** (all prices include GST) \_\_\_\_\_

## Payment method

cheque  purchase order  money order  visa  mastercard   
 name as it appears on card \_\_\_\_\_ signature \_\_\_\_\_  
 card number \_\_\_\_\_ expiry date \_\_\_\_\_  
 Where did you hear about our seminars? this flyer  ADB website  word of mouth   
 other (please specify) \_\_\_\_\_

## How to register for seminars

1. You can register up to four working days before the seminar.
2. Fill in this registration form and make a photocopy for your records.
3. Detach this page and fax it to us on (02) 9268 5500, or post to us at PO Box A2122, Sydney South NSW 1235.
4. We will send you a confirmation letter and details of the venue at least a week before the date of the seminar.
5. If you have any questions about your registration please phone Milly Stylli on (02) 9268 5530.

*If you have any special dietary requirements please let us know seven working days in advance.*

## Venue

Hyde Park Forum, Level 1, Hyde Park Inn  
 271 Elizabeth Street, Sydney NSW 2000

## Cancellation information

- If you are not able to attend a seminar, another representative from your organisation is welcome. However, if no-one is able to attend:
- if you give us written notice a minimum of 10 working days before the seminar date, you will receive a total refund;
  - if you give us written notice a minimum of 8 working days before the seminar date, or you transfer your booking to a later date with 8 days notice and then subsequently cancel it, you will receive a 50% refund;
  - if you give us less than 8 working days notice, or you transfer your booking to a later date with less than 8 days notice and then subsequently cancel it, you will not receive a refund;
  - an administration charge of 20% of the seminar fee (which includes GST) will apply if you transfer your booking to a later date;
  - you can make one transfer to another date per calendar year under the above conditions (apart from November bookings, which you cannot transfer), after which you will lose your fee;
  - you cannot transfer your booking if you give us less than 5 working days notice.

*Please note that if you don't attend on the day, you cannot transfer your booking and you will not receive a refund.*