



SEMINAR REGISTRATION FORM

This registration is for (please tick as appropriate):

March 18 2010

- Dementia Care Seminar** - March 18 2010, 0930-1315 - \$132 inc. GST (Committee Room, Level 3)
- Food/Support Services Seminar** - March 18 2010, 0930-1315 - \$99 inc. GST (Winner's Circle Room, Level 1)

March 19 2010

- Palliative Care Seminar** - March 19 2010, 0930-1300 - \$99 inc. GST (Committee Room, Level 3)
- OT Seminar** - March 19 2010, 0930-1300 - \$99 inc. GST for OT AUSTRALIA Victoria members or \$132 inc. GST for non-members (Blue Diamond Room, Level 2). If applicable, OT AUSTRALIA Victoria member number: _____
- Wound Care Seminar** - March 19 2010, 0930-1300 - \$99 inc. GST (Winner's Circle Room, Level 1)

Registration for all of the above includes arrival tea/coffee, morning tea & presenter's notes/supporting literature.

Surname: _____ First name: _____

Workplace: _____

Workplace Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone No: () _____ Email (required please): _____

Position (eg - CEO, OH&S Co-ordinator, OT, RN etc): _____

Any special dietary needs? If so, please specify: _____

For those attending the Wound Care Seminar, are you willing to have your details passed on to Smith & Nephew for follow up Yes No

Discounts/specials available:

The first 25 registrants for each of these seminars can bring a colleague for free (2 for 1 offer)

This Registration Form together with payment to be sent to: Wayne Woff - Manager, Total Aged Services, 99 Kambrook Road, Caulfield North Vic. 3161 by no later than **Friday March 12 2010**

Cheques or Money Orders to be made payable to: **Total Aged Services**. Credit card payment not available. Direct Deposit details available upon request.

This document will be a tax invoice for GST purposes when you make a payment.

(Total Aged Services ABN: 86 775 168 953)

Tax Deduction

- If the registration fee is paid by an individual working in an appropriate setting, it may be claimed as a tax deduction.

Confirmation / Cancellation

- A letter/email of confirmation will be sent to delegates
- Position in the seminar is not confirmed until money & registration form is received.
- Non-attendance policy - if notification of inability to attend is received up to 2 weeks before the event, a full refund less \$22 (includes \$2 GST) administration fee will be paid.
- No refund will be available for notification of non-attendance less than 2 weeks before the event unless in exceptional circumstances.

Disclaimer

- Total Aged Services will take all reasonable steps to ensure that the documented sessions are presented / speakers present at the seminar. However, in the event of an unforeseen change in circumstance / withdrawal of a speaker, a suitable replacement session / speaker will be arranged
- Total Aged Services also disclaims all liability from actions taken in response to information presented by speakers or obtained from organisations exhibiting at the seminar.

Venue/Parking

- Details re venue & parking will be forwarded with confirmation letter / email

Accommodation

- If you would like to discuss accommodation options near the venue, please contact our office

Privacy statement

- Total Aged Services is committed to respecting & protecting the privacy of all clients' information. The collection, use, disclosure, maintenance, storage of & access to this information will, at all times, be carried out in a lawful, professional and ethical manner. Information about clients will not be disclosed without the permission of the client.

Other information or assistance

Contact Wayne Woff (Manager - Total Aged Services):
P: 03 9571 5606 **F:** 03 9571 9708 **M:** 0422 484 209
E: office@totalagedservices.com.au
W: www.totalagedservices.com.au + www.thebigredbook.com.au

