

# VECCI TRAINING, BRIEFINGS AND EVENTS REGISTRATION FORM/TAX INVOICE



ABN 37 650 959 904

Name of person making the registration \_\_\_\_\_ Date of registration \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Confirmation to  Attendee  Other - Provide email address: \_\_\_\_\_

Company Name / Individual Details \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

VECCI Member/Subscriber  YES  NO Event Subscriber  YES  NO Member/Subscriber Number: \_\_\_\_\_

Where did you hear about our training/briefing/event?

Direct advertising (email, mail, SMS, phone call)  Other advertising (online, press, radio, TV)  Word of mouth/referral (including management directive)  VECCI Training Directory  VECCI website

## ATTENDEE DETAILS (list additional names on a separate page)

1. Attendee Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

2. Attendee Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_

All Courses are GST free. All Briefings and Events prices are inclusive of 10% GST.

## COMPLETE THIS FORM THEN:

<p><b>FAX</b> 03 8662 5120 with credit card details</p>	<p><b>EMAIL</b> training@vecci.org.au with credit card details</p>	<p><b>CHEQUE</b> Mail to: VECCI GPO Box 4352 Melbourne VIC 3001</p>	<p><b>PHONE</b> 03 8662 5333 with credit card details or to arrange EFT Payment 8.45AM - 5.15PM Mon - Fri</p>
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PAYMENT DETAILS	
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINERS <input type="checkbox"/> AMEX	DECLARATION OF PRIVACY VECCI acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your registration or inquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipients of the information are VECCI and database service providers engaged by VECCI. You have the right of access to, and alteration of, personal information concerning yourself in accordance with the Privacy Act and VECCI's Code of Practice. If you do not wish to be sent any further promotional material or have your information disclosed to sponsors and strategic alliances please tick the 'OPT OUT' box below and return this brochure to VECCI. VECCI will remove your name from the mailing list or advise the list provider within reasonable time. For further information contact Human Resources 03 8662 5333. OPT OUT <input type="checkbox"/>
CARD NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	EXPIRY DATE <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
CARD HOLDER NAME _____	
SIGNATURE _____	

Once paid, this registration form is recognised by the Australian Taxation Office (ATO) as a compliant tax invoice.

<p><b>VECCI TERMS AND CONDITIONS</b></p> <p><b>More than 14 calendar days prior to event start date, a participant may:</b></p> <ul style="list-style-type: none"> <li>▪ Substitute attendee</li> <li>▪ Transfer to a different course/briefing/event</li> <li>▪ Apply for a refund of monies paid (\$27.50 fee applies for cheque refunds)</li> </ul> <p><b>14 – 8 calendar days prior to event start date a participant may:</b></p> <ul style="list-style-type: none"> <li>▪ Substitute attendee</li> <li>▪ Transfer to a different course/briefing/event</li> </ul> <p><b>7 calendar days or less prior to event start date a participant may:</b></p> <ul style="list-style-type: none"> <li>▪ Substitute attendee</li> </ul>	<p><b>Payment must accompany the registration form.</b> VECCI reserves the right to cancel or postpone a course/briefing/event to an alternative date. All registered participants will be offered the opportunity to transfer to the next available course/event, or elect to receive a refund for monies paid.</p> <ul style="list-style-type: none"> <li>▪ Reduced prices on training courses cannot be used with training vouchers or with any other offer.</li> </ul>	<p><b>INTERNAL USE ONLY:</b></p> <p>SALES ORIGINATOR: _____</p> <p>ENQUIRY SOURCE: _____</p>
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