

Group Bookings: Please copy this page to submit multiple registrations to be eligible for discount. See page 2

**Personal details:** (Company address must be supplied in full in order to receive your receipt)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Would your Manager/Team Leader like to be copied on the Seminar e-mails sent to you? Yes/No  
If "Yes", please supply details below:

Your Manager's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ @ \_\_\_\_\_

**Seminar details:** **Program Hours:** 8:30 am – 5:00 pm (4 days)

I would like to attend:

**In Australia October 2010**

**Workforce Management Bootcamp**

Sydney  
11 – 14 October

*Venues to be confirmed in "Welcome to..." e-mail. See page 2*

**Approving Manager / HR / Learning & Development Manager's details:**

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Would you like to be copied on all e-mail correspondence to the seminar delegates'?** Yes/No

**Investment:**

<b>Seminar</b>	<b>In Australia</b> Price includes <b>10% GST</b> All payments must be in \$AUD	<b>In New Zealand</b> Price includes <b>12.5% GST</b> All payments must be in \$AUD
Workforce Management Bootcamp	\$AUD 4,125 per person	\$AUD 4,250 per person

**Please read the refund policy prior to submitting your registration**

**Group Booking Discount** ¥

10% discount will be applied when registering 3 or more delegates attending the same seminar. Registrations MUST be lodged together in order to be eligible for discount. Not valid with any other offer or early bird discount.

**Seminar Size**

We aim for a maximum of 15 students for this seminar. This ensures an optimum learning environment which allows each student adequate time to participate in each exercise and ask questions. Therefore we strongly advise to book early (especially for group bookings) to avoid disappointment.

**How did you hear about this seminar?**

- Manager
- E-mail
- Past participant
- Internet
- Other (please specify) \_\_\_\_\_

**Method of payment:** (payment must be received for delegate(s) to be registered)

Seminar Investment	\$ _____
Fees (credit card* if applicable)	\$ _____
Less Discounts (if applicable)¥	\$ _____
<b>Total \$AU only</b>	<b>\$ _____</b>

- I enclose a cheque payable to Callscan Australia Pty Ltd
- Please charge my credit card
- Visa    Master Card    Amex\*    Diners\*

\*Please add a 4% fee to bookings made with Amex and Diners.

Name on Card: \_\_\_\_\_

Card no:   

Expiry date:      /      digit verification code:   

Card holder's signature: \_\_\_\_\_

*Please read the refund policy opposite before sending payment and choose your seminar(s) carefully. Callscan Australia is under no obligation to refund, transfer or issue credit notes for errors made while choosing your seminar.*

Callscan Australia Pty Ltd  
(Part of the Quality Plus Group)

Australian Tax Invoice  
ABN 16 007 335 122

**This document will be a Tax Invoice for GST when payment is made.**

**Refund Policy:**

**A)** Full refund of the registration fee will be given if advised of cancellation in writing 10 working days prior to the seminar start date. An administration fee of \$300 will be applicable if seminar attendance is cancelled more than twice.

**B)** 60% refund of the registration fee will be given if advised of cancellation in writing less than 10 working days prior to the seminar start date.

**C)** No refund of the registration fee will be given for cancellation within 2 working days of the seminar or non- attendance. An administration fee of \$300 will be charged in addition to the seminar investment when/if delegates choose to register again.

**D)** In the event that Callscan Australia must cancel a seminar for any reason, Callscan Australia will be responsible only for refunding seminar registration fees received.

**Accommodation and Travel:**

Delegates are responsible for the cost of and organising their own hotel accommodation and travel. <sup>(1)</sup>

**How to register for the seminar(s):**

Fill out form in full.

Accepted payment methods are:  
Credit card or cheque.

Send form with payment to:  
**Callscan Australia Pty Ltd**  
**Attention Seminar Co-ordinator**

E-MAIL: [seminars@qpc-ap.com](mailto:seminars@qpc-ap.com)  
FAX        +61 3 9239 5699  
PHONE:   +61 3 9239 5600  
POST:     350 Wellington Road,  
              Mulgrave, VIC 3170  
              Australia

Your registration will be acknowledged within 3 business days of being received.

After payment is made in full, delegates will be sent a "Welcome to ..." e-mail, 1 -2 weeks prior to the seminar start date. This email includes all relevant information for attendance.

**Notes:**

<sup>(1)</sup> Registered delegates are advised NOT to make any travel/accommodation arrangements prior to receiving the "Welcome to..." email.

