

If registering 5 or more delegates per organisation, please complete this online group booking form and email to [events@aibs.com.au](mailto:events@aibs.com.au)

AIBS event staff will respond with confirmation and advise the total balance after the group discount has been applied. Please note that the discount does not apply to the Student rate.

VIC Chapter Professional Development Day  
 Thursday 13 July 2023  
 The Events Centre, Collins Square

**Registration (6 Type B CPD points)**

Includes attendance to all sessions, morning tea, lunch, afternoon tea, & one-hour Sundowner function post-event

**Pricing**

Member	Student	Non-Member
\$520	\$390	\$825

**Billing Details for Group Booking**

Organisation name:			Purchase order no:	
Billing contact:		Billing phone:		Billing email:
Billing address:				
Suburb, Town or City:		State:		Postcode:

#	Delegate Full Name & Email:	Dietary or Accessibility Requirements:	Confirm Sundowner Attendance:
1	Email:	Select Member Option	Sundowner
2	Email:	Select Member Option	Sundowner
3	Email:	Select Member Option	Sundowner
4	Email:	Select Member Option	Sundowner
5	Email:	Select Member Option	Sundowner
6	Email:	Select Member Option	Sundowner
7	Email:	Select Member Option	Sundowner
8	Email:	Select Member Option	Sundowner
9	Email:	Select Member Option	Sundowner
10	Email:	Select Member Option	Sundowner

Payment details (payment is required PRIOR to attending the conference) ABN 53 004 540 836

CREDIT CARD       CHEQUE payable to AIBS: S5.03, L5, 828 Pacific Hwy GORDON NSW 2072  
 Card Type:       MasterCard       Visa  
 Card Number:                            
 Name on Card:            CVV No:            Expiry Date:           
 Signature:            Payment Amount:     

**Declaration**

I/we have read and understood the Registration and Cancellation Policy in this document and understand that delegates will be bound by this policy (see page 2 of document)

Signature:       Date:

**By registering for any training event or conference, you accept and agree to these terms and conditions.**

### **Registration and Cancellation Policy**

- All outstanding invoices must be paid before registering your attendance for any AIBS events. If you are unsure, please contact the AIBS office to confirm.
- All registrations are for a single delegate for the entire conference or day, no individual session registrations accepted.
- CPD points will only be awarded to the registered delegate and has signed the attendance register.
- Registrations cannot be split for different delegates for different sessions.
- Refunds will be provided for cancellation as follows:
  - More than 30 days before the first day of the conference - full refund
  - Between 7 and 30 days before the first day of the conference - 50% refund
  - Less than 7 days before the first day of the event - no refund.

### **Payment Terms**

- All registrations are confirmed upon completion of registration via the AIBS online registration system.
- All invoices will generate a payment term of 14 days from the date of registration however, payment for a registration must be made prior to attending.
- Any cancellation of registrations for conferences must be made in writing to [events@aibs.com.au](mailto:events@aibs.com.au).
- In the circumstance where payment cannot be made prior to the event, please contact [events@aibs.com.au](mailto:events@aibs.com.au) as soon as possible to notify.
- Any cancellation of a registration for AIBS events must be made in writing to [events@aibs.com.au](mailto:events@aibs.com.au).
- A failure to make payment in accordance with the above terms will not be accepted as a valid cancellation.
- 'No Show's' - not showing up to an event does not cancel an existing invoice and therefore, must be paid.

All enquiries and correspondence should be directed to AIBS National Office:

**p:** 1300 312 427  
**f:** 02 9497 9200  
**e:** [events@aibs.com.au](mailto:events@aibs.com.au)  
**w:** [www.aibs.com.au](http://www.aibs.com.au)  
**a:** S5.03, L5 Gordon, 828 Pacific Hwy NSW 2073