



Victorian Branch

Annual State Seminar 2010

Tim Newbegin:
Recovery after Office fire

Mal Mackisack & Debbie Prout:
*Records Management:
Private vs. Public*

Judith Ellis:
*Different compliance models, why an organisation
might do compliance assessment and how to go
about doing one*

Eric Hesketh:
*Training and Change Management during an
EDRMS Implementation*

Chris Godden:
*Records Management Key Performance Indicators
(KPI) – an overview of how to construct KPIs
followed by a participatory workshop*

COSTS (incl GST)

Fellow/Chartered Members	\$135
Associate Members	\$143
Corp/Affiliate Members	\$150
ASA/IIM Members	\$193
Non Members	\$215
Students	\$55

WHO SHOULD ATTEND?

CIO's, Information & Record Managers, Content Managers, IS/IT Strategy Leaders, Librarians, Archivists, Information Architects, Knowledge Managers, Web Authors, IM Project Managers Business Analysts,

Date
Friday 6 August

Time
9:00 am – 4:30 pm

Venue
Victoria University
Level 12, 300 Flinders Street
Melbourne Vic 3000

RSVP date
Friday 30 July

NON-MEMBER REGISTRATION

Name: _____

Company: _____

Address: _____

Email: _____ Telephone: _____

Please Invoice me

Please charge my credit card (Visa and Mastercard only)

Dietary requirements: _____

Card Type: _____ Expiry Date: _____ Amount: _____

Card Number: _____ Signature: _____

ALL FIELDS MUST BE COMPLETED IN ORDER FOR THE REGISTRATION TO BE PROCESSED

FAX TO: 1800-333-802 OR EMAIL wendy.daw@rmaa.com.au



Registration Terms & Conditions

All registrations for RMAA events are made subject to the terms and conditions of RMAA as set out below:

Payment Terms

Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and attract the New Zealand GST of 12.5%.

Cheques should be made payable to RMAA and sent to RMAA, PO Box 276, St Helens, TAS Australia 7216

Bank transfers in AUD\$ should be deposited into CBA Account 'Records Management Association of Australasia',

BSB: 064-000, Account Number: 1077 6171. Notification of payments made in this way should be via a remittance advice to finance@rmaa.com.au

Bank transfers in NZ\$ should be deposited into ANZ Account 'Records Management Association of Australasia' Account 010102-0597629-00. Notification of payments made in this way should be via a remittance advice to finance@rmaa.com.au

Payments can also be made by credit card (Visa/Mastercard).

Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment Certificates.

Cancellations

Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by either emailing wendy.daw@rmaa.com.au or by writing to RMAA, PO Box 276, St Helens, TAS Australia 7216.

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

Failure to attend an event does not negate your commitment to pay for attendance. If there are extenuating circumstances, please contact wendy.daw@rmaa.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a corporate member, you can substitute with a non-member for a local event only. To inform us of a name change, please email wendy.daw@rmaa.com.au. We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of RMAA, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

RMAA is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and RMAA' privacy policy

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