

# Event registration form and tax invoice\*



**Women in Leadership Series | Helen Conway, Equal Opportunity for Women in the Workplace Agency**  
 Tuesday, 15 November 2011, 11.30am – 2.00pm, Hilton Brisbane

<b>To register</b>	<p><b>Registrations close 5pm, Tuesday 8 November 2011 (unless sold out prior).</b></p> <p><b>Fax</b> 3041 6575 <b>Email</b> <a href="mailto:daniella.reitano@ceda.com.au">daniella.reitano@ceda.com.au</a> <b>Post</b> GPO Box 2900, Brisbane 4001</p> <ul style="list-style-type: none"> <li>Confirmation of registration will be given <u>one week before the event</u>. Please contact us after that time if your registration has not been confirmed.</li> </ul>	
<b>Enquiries</b>	Please phone <a href="tel:0732299955">Daniella Reitano</a> on 07 3229 9955	
<b>Registration options</b>	<p><b>CEDA members and guests</b></p> <p><input type="checkbox"/> \$140 + \$14 GST = \$154.00 per person</p> <p><input type="checkbox"/> \$1310 + \$131 GST = \$1441.00 table x 10</p>	<p><b>Non Members</b></p> <p><input type="checkbox"/> \$170+ \$17 GST = \$187.00 per person</p> <p><input type="checkbox"/> \$1610+ \$17 GST = \$1771.00 tables x 10</p>
	<p><b>Full payment is required before the event.</b></p> <p><input type="checkbox"/> <b>Cheque</b> I enclose a cheque made payable to CEDA for \$ _____</p> <p><input type="checkbox"/> <b>EFT</b> Please email <a href="mailto:daniella.reitano@ceda.com.au">daniella.reitano@ceda.com.au</a> with remittance advice quoting reference Q111115</p> <p><b>Account name:</b> Committee for Economic Development of Australia  <b>Bank:</b> NAB, 330 Collins Street, Melbourne 3000  <b>BSB:</b> 083 004 <b>Account No:</b> 515113346</p> <p><input type="checkbox"/> <b>Credit card</b>   <input type="checkbox"/> MasterCard   <input type="checkbox"/> Visa   <input type="checkbox"/> Amex   <input type="checkbox"/> Diners Club</p> <p>Credit card number _____ Expiry date _____</p> <p>Amount \$ _____ Name on Card _____</p> <p><b>CEDA ABN 49 008 600 922</b></p> <p><small>*This form becomes a tax invoice/receipt when you make payment. A separate tax invoice will not be issued.</small></p>	
<b>Confirmation</b>	<ul style="list-style-type: none"> <li>Please provide an email address below in order for us to forward written confirmation of your registration, <b>which will be sent the day before the event.</b></li> <li>Please contact us if you do not receive confirmation.</li> </ul>	

<b>Registration details</b>	<p>Mr / Ms / Mrs _____ <b>First name</b> _____ <b>Last name</b> _____</p> <p>Position _____</p> <p>Company _____</p> <p>Phone _____ Email _____</p> <p>Dietary requirements _____</p> <p>Mr / Ms / Mrs _____ <b>First name</b> _____ <b>Last name</b> _____</p> <p>Position _____</p> <p>Company _____</p> <p>Phone _____ Email _____</p> <p>Dietary requirements _____</p> <p style="text-align: right;"><small>Please photocopy this form if you are registering more than two delegates.</small></p>
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<b>Corporate tables</b>	<ul style="list-style-type: none"> <li>Please supply contact details of the organiser of the corporate table on your registration form. A confirmation email will be sent, and your complete list of guest details will be required at least one week before the event.</li> </ul>
<b>Cancellation policy</b>	<ul style="list-style-type: none"> <li>Cancellations received by <b>5.00pm, Tuesday 8 November 2011</b> will be refunded in full.</li> <li>Full payment is required for any cancellation received after this date or for non-attendance on the day.</li> <li>Substitutions may be made three days prior to the event</li> <li>All cancellations and changes must be forwarded in writing (by email or fax).</li> </ul>
<b>Privacy</b>	<ul style="list-style-type: none"> <li>CEDA collects this information to conduct our business, and it will not be passed to other organisations.</li> <li>Photography and audio recording may take place at CEDA events and may be reproduced in CEDA publications or on our website.</li> </ul>