

Registration form & tax invoice

Health Sector Forum 14 May 2019



The Institute of
Internal Auditors
Australia

1. PROVIDE PERSONAL DETAILS – please use block letters

Title Prof Dr Mr Mrs Ms Miss Other

Family name

Given name

Postnominal CIA® CCSA™ CGAP™ CFSA™
 CRMA™ GradCertIA QIAL™ Other

Position

Organisation

Address for correspondence

City/State Country Postcode

Telephone ()

Facsimile ()

Mobile

Email

Name as you wish it to appear on name badge

Please indicate your membership number

IIA Member

2. CONFIRM REGISTRATION TYPE AND FEES

Early Bird Register before 12 April

IIA-Australia Member \$790

IIA-Australia Non-member \$890

Standard Register after 13 April

IIA-Australia Member \$895

IIA-Australia Non-member \$995

3. SPECIAL REQUIREMENTS

Dietary requirements

Please specify if you have any meal requirements. Please note that some special meals will incur an additional charge. You will be notified if this is the case for the food type you have indicated.

Special assistance

Please indicate if you have a disability or require assistance to participate fully. Please list the type of assistance you require.

4. PAYMENT DETAILS

Method of payment (please choose an option)

1. I wish to pay by credit card*

* 1.05% surcharge for Amex | 1.23% surcharge for Visa/MasterCard | 3% surcharge for Diners

Please complete the following

Visa MasterCard Amex Diners

Total amount in AUD \$

Credit Card Number

Expiry Date

Name of Card Holder

Signature

2. I will transfer the above sum to the IIA-Australia bank account

Account Name: The Institute of Internal Auditors – Australia

Bank: Westpac Banking Corporation

Address: 84 King Street, Sydney NSW 2000

Branch (BSB): 032003 **Account Number:** 478233

Swift code: WPACAU2S

Please email a record to accounts@iia.org.au.

3. I have enclosed an Australian cheque (cheques should be made payable to The Institute of Internal Auditors Australia)

5. RETURNING FORM

Please return form and payment to

Institute of Internal Auditors – Australia

PO Box A2311

Sydney South NSW 1235 Australia

conferences@iia.org.au

Each delegate must complete a separate registration form

E conferences@iia.org.au

T 02 9267 9155

T 1800 236 366

W www.iia.org.au

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DEFINITIONS

The word 'event' refers to all our conferences, workshops, webinars, members meetings, professional development training courses, dinners and other networking occasions.

INVOICING, PAYMENT & REGISTRATION

If an invoice is requested for an event, payment must be received within 14 days of the invoice date. The registration for events will not be processed until full payment is received. The registration fees includes certificate of attendance, lunch and morning and afternoon tea.

CANCELLATION FEES

All cancellations must be notified in writing to IIA-Australia. No refunds will be given for non-attendance. The following cancellation fees apply for all events except SOPAC®:

- Cancellations received 15 days or more before the event: 15% fee applies
- Cancellations received between 14 days and 8 days before the event: 25% fee applies
- Cancellations received within 7 days before the event: 100% fee applies

CANCELLATION BY IIA-AUSTRALIA

We reserve the right to alter published programs, speakers and venues without prior notice. However, events are intended to be provided as advertised. Professional development training courses are subject to sufficient participant numbers. If the event has to be cancelled, you will be notified at least one week in advance of the event. Our liability is limited to a full refund of the event fee only. No compensation will be paid for any other costs incurred by the delegate, such as travel or accommodation. IIA-Australia accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control.

TRANSFERRING YOUR PLACE TO SOMEONE ELSE

If you are unable to attend an event, you can send someone else in your place provided that person meets the entry requirements of the event. Please notify us in advance so that we can update our delegate list. If the replacement delegate is not entitled to attend at the same price (for example if an IIA-Australia member sends a non-IIA-Australia member in his or her place) then the difference in fees must be paid before the event is held.

TRANSFERRING FEE TO ANOTHER EVENT

Transferring your registration to another event 15 or more days prior to the event incurs a fee of 10% of registration fees. Transferring registration to another event within 14 days prior to the event is not permitted.

LIABILITY

IIA-Australia does not accept responsibility for anyone acting as a result of information or views expressed by speakers. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the IIA-Australia.

INTELLECTUAL PROPERTY

The Intellectual Property Rights in the events are owned by, and shall remain vested in, the IIA-Australia and/or its appointed training provider(s).

Office Use Only

Cheque \$

Credit card \$

Entered

Date

Comments