

# Business and Report Writing WORKSHOP 2011

## VENUES

### BRISBANE

5 April 2011  
MERCURE BRISBANE  
85-87 North Quay  
Brisbane QLD 4000  
Tel: (07) 3236 3300

### MELBOURNE

2 May 2011  
THE METROPOLE  
44 Brunswick Street  
Fitzroy VIC 3065  
Tel: (03) 9411 8100

### DARWIN

16 May 2011  
HOLIDAY INN ESPLANADE  
116 Esplanade,  
Darwin NT 0800  
Tel: (08) 8980 0800

## IN-HOUSE

Enquiries conducting Business and Report Writing in-house to Jill Moor at PiCS on (03) 9835 8900 or [jillmoor@pics.com.au](mailto:jillmoor@pics.com.au)

### Registration and enquiries, please contact:

**Jill Moor - P.I.C.S.**  
**PO Box 1040**  
**Hawthorn, Vic 3122**  
**Tel: 03 9835 8900**  
**Fax: 03 9835 8999**  
**email:**  
**[registrations@pics.com.au](mailto:registrations@pics.com.au)**

**Register Online:**  
**[www.pics.com.au](http://www.pics.com.au)**

**Fee:** The registration fee, including GST, is \$770 per attendee including lunches, refreshments and workshop papers. For groups of three or more from the same organisation the fee is \$660 per attendee.

**Registration:** Register online at [www.pics.com.au](http://www.pics.com.au) or forward the completed registration form by fax, post or email to secure your place. Payment must be made prior to the workshop

**GST:** Fees quoted include 10% GST. Registered entities will be able to claim an input tax credit for GST charges on taxable supplies made by PICS. It is the responsibility of those entities to assess their eligibility for any such tax credit.

**Payment:** On receipt of your registration a GST invoice will be issued by PICS. Payment may be made by cheque payable to PICS, credit card, or electronic transfer.

**Cancellations:** Should you be unable to attend, a substitute attendee is always welcome at no extra charge. Alternatively, we will make full and prompt refund for cancellations received fourteen days prior to commencement of the workshop less a 20% administration fee.

**Accommodation:** If accommodation is required it may be booked privately at the conference hotel. Ask for the conference discount rate.

BRISBANE	Mercure Brisbane	(07) 3236 3300
MELBOURNE	The Metropole	(03) 9411 8100
DARWIN	Holiday Inn Esplanade	(08) 8980 0800

## REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.  
Photocopy if necessary.

### Business and Report Writing

Please complete and return with your payment to PICS as soon as possible. Registration Fees are payable in advance.

Surname \_\_\_\_\_

First Name (for badge) \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

I wish to attend:  BRISBANE  MELBOURNE  DARWIN

CHEQUES PAYABLE TO P.I.C.S. OR CHARGE TO:

VISA  MASTERCARD  AMEX  DINERS

Account Number \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Expiry Date \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Authorised Amount \_\_\_\_\_

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In the event of unforeseen circumstances, PICS reserves the right to substitute other speakers or otherwise amend the program as necessary.