

Executive Assistants Masterclass

VENUES

MELBOURNE

26 March 2012
 THE SEBEL MELBOURNE
 394 Collins Street
 Melbourne Vic 3000
 Tel: (03) 9211 6600

SYDNEY

4 June 2012
 QUAY WEST SYDNEY
 98 Gloucester Street
 The Rocks, Sydney 2000
 Tel: (02) 9240 6000

BRISBANE

18 June 2012
 MERCURE BRISBANE
 85-87 North Quay
 Brisbane QLD 4000
 Tel: (07) 3236 3300

Registration and enquiries, please contact:

Jill Moor - P.I.C.S.
PO Box 1040
Hawthorn, Vic 3122
T: 03 9835 8900
F: 03 9835 8999
E: registrations@pics.com.au

Register Online:
www.pics.com.au

P E R F O R M A N C E
I M P R O V E M E N T
C O N F E R E N C E S &
S E M I N A R S



Fee: The registration fee, including GST, is \$880 per attendee including lunches, refreshments, workshop papers. For groups of three or more from the same organisation the fee, including GST, is \$770 per attendee. Fees must be paid no later than one week prior to commencement of the workshop.

Registration: Register online at 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.

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SYDNEY	Quay West Sydney	(02) 9240 6000
BRISBANE	Mercure Brisbane	(07) 3236 3300

REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.
 Photocopy if necessary.

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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: MELBOURNE SYDNEY BRISBANE

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 _____

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

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