

# Executive Secretaries' & Personal Assistants' Conference

## CONFERENCE 17 OCTOBER 2011

### STAMFORD PLAZA MELBOURNE

111 Little Collins St  
Melbourne Vic 3000  
Tel: (03) 9659 1000

## WORKSHOP 18 OCTOBER 2011

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Melbourne Vic 3000  
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**Conference Fee:** The registration fee, including GST, is \$880 per attendee including lunches, refreshments and conference papers. For groups of three or more from the same organisation the fee is \$770 per attendee. Fees must be paid no later than one week prior to commencement of the program.

**One Day Workshop Fee:** The registration fee for the one-day workshop, including GST, is \$880. For groups of three or more from the same organisation the fee is \$770 per attendee.

**Conference & One Day Workshop Fee:** The registration fee, including GST, is \$1,540 per attendee including lunches and refreshments. There are no group concessions.

**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.

**GST:** A GST tax invoice will be issued by PICS.

**Cancellations:** Should you be unable to attend, a substitute attendee is always welcome. Alternatively, we will make full and prompt refund (less 20% administration fee) for cancellations received fourteen days prior to commencement of the program.

**Accommodation:** If accommodation is required it may be booked privately at the venue. A discount is available for delegates attending the Conference/Workshop. For reservations (03) 9659 1000.

## REGISTRATION FORM

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

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

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

### Executive Secretaries' & Personal Assistants' Conference & Workshops

PICS ABN 15 062 943 766  
One form per person.  
Photocopy if necessary.

Please complete and return with your cheque payable to PICS as soon as possible, Registration fees are payable in advance and include full documentation, lunch and refreshments

Surname \_\_\_\_\_

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

Position \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

- I wish to attend:**
- CONFERENCE ..... \$880
- CONFERENCE DISCOUNT (three or more) ..... \$770
- CONFERENCE & 1 DAY WORKSHOP ..... \$1,540
- 1 DAY WORKSHOP ..... \$880
- 1 DAY WORKSHOP DISCOUNT ( three or more)..... \$770

PLEASE INVOICE OR CHARGE TO:

VISA  MASTERCARD  AMEX  DINERS

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

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

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

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