

Skilled Minute Taking WORKSHOP 2012

VENUES

MELBOURNE

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

SYDNEY

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

BRISBANE

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

DARWIN

17 April 2012
HOLIDAY INN ESPLANADE
116 Esplanade,
Darwin NT 0800
Tel: (08) 8980 0800

ADELAIDE

1 May 2012
THE SEBEL PLAYFORD
ADELAIDE
120 North Terrace
Adelaide SA 5000
Tel: (08) 8213 8888

CANBERRA

16 May 2012
HOTEL KURRAJONG
CANBERRA
National Circuit
Barton ACT 2604
Tel: (02) 6234 4444

**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

Register Online:

www.pics.com.au

Fee: The registration fee, including GST, is \$660 per attendee including lunches, refreshments and workshop papers. For groups of three or more from the same organisation the fee is \$594 per attendee.

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 rate.

MELBOURNE	The Sebel Melbourne	(03) 9211 6600
SYDNEY	Quay West	(02) 9240 6000
BRISBANE	The Mercure Brisbane	(07) 3236 3300
DARWIN	Holiday Inn Esplanade	(08) 8980 0800
ADELAIDE	The Sebel Playford Adelaide	(08) 8213 8888
CANBERRA	Hotel Kurrajong Canberra	(02) 6234 4444

REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.
Photocopy if necessary.

Skilled Minute Taking

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
 DARWIN ADELAIDE CANBERRA

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 _____

PICS is 100% Australian owned and managed

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