



# SEMINAR REGISTRATION FORM

Register online – [www.is.vic.edu.au/seminars](http://www.is.vic.edu.au/seminars)

## SEMINAR DETAILS

SEMINAR NUMBER: \_\_\_\_\_ SEMINAR DATE(S): \_\_\_\_\_

SEMINAR TITLE: \_\_\_\_\_

## REGISTRATION DETAILS

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_

\*First Name \_\_\_\_\_

\*Surname \_\_\_\_\_

\*Position Title \_\_\_\_\_

\*Email \_\_\_\_\_

\*Mobile Phone No. \_\_\_\_\_

(\*must be filled in for confirmation)

### Dietary Requirements:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kosher     | <input type="checkbox"/> Gluten Free  |
| <input type="checkbox"/> Halal      | <input type="checkbox"/> Dairy Free   |
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Lactose Free |
| <input type="checkbox"/> Diabetic   | <input type="checkbox"/> Other        |

\*First Name \_\_\_\_\_

\*Surname \_\_\_\_\_

\*Position Title \_\_\_\_\_

\*Email \_\_\_\_\_

\*Mobile Phone No. \_\_\_\_\_

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## PAYMENT

- Standard Price** – payment is required on the day of the seminar by non-Member School participants. Payment can be accepted in cash or cheque.
- Subsidised Price** – the subsidised price is available only to certain participants. Payment will be invoiced to Member Schools on a monthly basis, following each seminar. Please do not send payment with this form.

## CANCELLATIONS AND CHANGES

Please ensure that you provide Independent Schools Victoria with **two business days**' notice in writing of any cancellations or changes to your registration. Cancellations within **two business days** of the seminar or not in writing will incur the full seminar fee. Participants **will** be notified if there are any changes to the seminar, or if the seminar is fully booked and registrations cannot be accepted.

## VENUE AND PARKING

Unless otherwise stated, seminars will be held at Independent Schools Victoria, 40 Rosslyn Street, West Melbourne, located close to Flagstaff Train Station and tram routes 55 and 57. Commercial car parks and on-street meter parking are available at participants' own expense.

## TO SUBMIT REGISTRATION APPLICATION, PLEASE RETURN THIS FORM TO:

<b>MAIL:</b>	The Development Centre Independent Schools Victoria PO Box 119, North Melbourne Vic 3051	<b>FAX:</b>	9826 6066
		<b>EMAIL:</b>	<a href="mailto:seminars@is.vic.edu.au">seminars@is.vic.edu.au</a>

## PRIVACY STATEMENT

Independent Schools Victoria collects personal information about personnel from its Member Schools and others interacting with the organisation. The primary purpose of collecting this information is to enable Independent Schools Victoria to provide services to Member Schools or other organisations. Independent Schools Victoria may from time to time disclose personal information to others for administrative and educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for a secondary purpose related to the primary purpose, and which the individual would reasonably expect. If Independent Schools Victoria does not receive the information referred to above, it may not be able to provide the relevant services to the Member Schools or other organisation.