

# Registration Form

## Conference 2009

**Program name:** The Attractiveness of the Academic Profession: The Management Challenge

**Session date(s):** 1–2 October 2009

### Personal Details

Title	Preferred Name	Surname
Position title		
Organisation		
Postal address		
City	State	Postcode
Telephone (bh) ( )	Fax (bh) ( )	
Email		
Assistant's Name		
Special dietary requirements		

### TERMS AND CONDITIONS

The LH Martin Institute reserves the right to cancel a program and will endeavour to provide participants with as much notice as possible. Upon cancellation, any fees already paid by the participant will be refunded. Details are correct at the time of printing. Costs, dates, venues and presenters are subject to change without prior notice.

#### Fees

All prices include tuition, materials and meals. Personal and travel expenses are not included. Fees are due prior to the commencement of the conference. Programs are frequently oversubscribed and places can only be guaranteed on receipt of a registration form and acceptance of terms and conditions.

#### Variations in registration

The LH Martin Institute incurs substantial administrative costs prior to the commencement of a conference; the following policy applies to variations in registration (deferrals and withdrawals):

	14 days or less	15 or more
Deferral	25% of program fee	Administration Charge \$300
Withdrawal	100% of program fee	Administration Charge \$300

Alternatively, a substitute may attend a program in place of another person however the proposed substitute may incur a late processing fee. Please note: all variations to registration must be made in writing to the LH Martin Institute via email, fax or letter.

#### Privacy Notification

Information collected on this form will be dealt with in accordance to the Privacy and Personal Information Act 1988. The Martin Institute may provide your institution and/or employer with your name and the course you attended. If you do not wish for this information to be given to your institution or employer email [martin-institute@unimelb.edu.au](mailto:martin-institute@unimelb.edu.au). To view the complete policy please visit <http://www.mihelm.unimelb.edu.au/about/Privacy.html>

#### Acceptance of terms and conditions (to be signed by the person authorising payment)

I understand and agree to the above terms and conditions. Upon acceptance of this application, I/my organisation will become liable for the program fee and will be bound by the terms and conditions.

Signature	Date
Full name	Position

#### Please forward an invoice to (name and postal address)

#### Payment authorisation (Please indicate method of payment):

##### Credit Card

Card type:  Visa  MasterCard

Card number \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ Expiry date \_ \_ / \_ \_

Cardholder's name

Total amount AUD\$

Cardholder's signature

Email address (if different from above)

#### Cheque enclosed (Please make payable to The University of Melbourne)

#### Please forward an invoice to (name and email address):

#### TAX INVOICE

This registration form will be a tax invoice for GST purposes when fully completed and payment is made. All prices include GST. ABN: 84 002 705 224

#### Please return completed registration form via:

Email:  
[smcau@unimelb.edu.au](mailto:smcau@unimelb.edu.au)

Fax:  
+61 3 9347 8922

Post:  
LH Martin Institute for Higher  
Education Leadership and  
Management

Level 1, 715 Swanston Street  
The University of Melbourne  
Victoria 3010

#### For more information:

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[www.mihelm.unimelb.edu.au](http://www.mihelm.unimelb.edu.au)

