

## ASMI Seminar Registration form

### Seminar details

Seminar code  Seminar name  Seminar Date

### Personal details

Surname  First Given Name   
 Title (Prof/Dr/Mr/Mrs)  Position   
 Employer   
 Special Dietary Requirements

### Preferred Contact Details

Private Phone  Business Phone   
 Mobile Phone   
 Email

### Postal Address

Po Box  **or**  
 Building address/Street Number   
 Suburb   
 State  Post Code  Country

### Method of payment

All fees are due 14 days prior to the seminar start date. To secure your position in the seminar a 10% deposit is payable on Registration.

### Invoice to:

Self at postal address above(yes/no):  **or**  
 Name / Title  Department   
 Company/ organisation   
 Address

### or Charge to following Credit/debit card (incurs a 2% fee)

Name on Card  Card type  Mastercard  Visa   
 Card Number   
 Exp date  CCV number   
 Amount in words   
 Fax Completed forms to:  ASMI on + 61 2 9987 2479  
**or**  
 Email scanned form to:  seminars@asmi.edu.au

**or** Post forms to  
 The Australian School of Medical Imaging  
 PO Box 2027, Westfield  
 Hornsby, NSW, 1635  
 Australia

## ASMI Seminar Registration form

### Registration Terms and Conditions

By submitting your registration form to attend an ASMI event, you agree to the following terms and conditions:

1. Registrations for ASMI conferences, seminars and workshops ("event") must be accompanied by a minimum of 10% deposit with balance of payment due no later than 14 working days prior to attendance. Any registrations made within 14 days of the scheduled event start date must be accompanied with full payment.
2. If full payment has not been received within 14 working days of event commencement date, the registration to attend the scheduled event will be cancelled. Any monies paid at time of cancellation in accordance with this condition, will be dealt with in accordance of condition 4(b)(iii).
3. Upon receipt of registration and full payment, a letter confirming a guaranteed place to attend the event will be sent to you, along with your receipt and full administrative details. If registration is not accompanied by full payment, a letter confirming a provisional place on the nominated program pending full payment, along with an invoice and full administrative details will be sent to you.
4. Early registration is advised since event enrollments are limited in size. Registration is confirmed on a "first come, first served" basis of PAID event fees. Please call if late payments or special arrangements need to be made.
5. ASMI reserve the right to refuse or decline acceptance of a registrant into an event.
6. All registrations are provided with a Tax Invoice. Copies of Tax Invoices can be made available upon receiving your request in writing.
7. Refunds will be granted under certain circumstances:-
  - a. ASMI reserves the right to cancel the event due to insufficient numbers. Registrants will be notified and registration fees will be refunded in full.
  - b. The registrant reserves their right to cancel their registration to attend an event provided such notice is received in writing at ASMI Head Office either by fax, email or post. In this event, the following refund policy shall apply:-
    - i. 95% registration refund will be given if the notice is in excess of 30 days prior to the scheduled event start date;
    - ii. 50% registration refund will be given if the notice is in excess of 14 days prior to the scheduled event start date;
    - iii. Any notice received less than 14 days prior to the scheduled event start date will result in a loss of any/all monies paid to ASMI unless the attendee transfers to the next available (same) program (NB one transfer limit - which means that inability to attend the transferred program will result in the loss of the full tuition amount)
    - iv. Once the event has commenced, no refund of fees is possible under any circumstances.
  - c. ASMI will not be responsible for any travel and/or accommodation reimbursements.
  - d. ASMI reserves the right to determine the means for refund payment, be it by cheque, EFT, PayPal or Credit Card reversal.
  - e. Any refunds due will be processed and payable by ASMI within 7 business days.
8. ASMI reserves the right to alter the content of the event or the presenter(s) without notice however the event(s) are intended to be provided as advertised and promoted.
9. Transfer of registration to an alternate ASMI event, location or date is permissible provided ASMI is notified in writing within 21 days of the advertised commencement date for the original event registration was made. The registrant will be liable to pay any additional payment (if applicable) within 7 days of transfer application should the event they wish to transfer is more expensive than the original event. Any refund due in this regard will be payable by ASMI within 7 days to the registrant in accordance with 4(d).
10. All event prices are subject to change from time to time. Event pricing is guaranteed once you have registered.
11. ASMI reserve the right to enter into or decline a request for a structured payment plan with a registrant for event fees. Such requests will be assessed on a case by case basis.
12. Registrants who register and pay in full more than 90 days from date of seminar will be entitled to receive a 10% discount on their next seminar registration.
13. Event fees for most courses include course workbooks, morning and afternoon teas & light lunches. Fees charged are in Australian Dollars and are subject to GST. Payments by credit card will incur an additional 2% merchant fee. American Express and Diners are not accepted as suitable means of payment.
14. The material and content of ASMI events (Event Intellectual Property – EIP) are for individual and private use only and protected by Australia copyright laws and cannot be copied, reproduced, adapted, stored in a retrieval system, transmitted or sub-licensed without the prior written permission of ASMI. Any unauthorised use of the ASMI EIP constitutes an offence and attracts civil and criminal penalties. For permission to reproduce or otherwise deal with the EIP, a request in writing is to be made to ASMI.
15. You also agree to the conditions outlined in ASMI's Privacy Statement:-

ASMI protects the privacy and security of information provided by you. By clicking on the submit button above, you agree to the use of your personal information by ASMI to contact you about our products and services, to disclose to third parties providing services to ASMI, and for internal purposes. All transactions processed by ASMI meet industry security standards to ensure your details are protected. For further information on ASMI's Privacy Policy, please visit our website [www.asmi.edu.au](http://www.asmi.edu.au).  
([http://www.asmi.edu.au/seminar\\_reg/#privacy](http://www.asmi.edu.au/seminar_reg/#privacy))