



Senate Seminar Registration Form

Complete Section A only if you are registering as an individual

Complete Sections A and B if you are registering on behalf of a group

Title of the seminar you would like to attend:

Preferred date:

Section A (individual registration or contact officer for a group)

Name:

Organisation:

Section:

Classification:

Mailing Address:

Suburb:

State:

Post Code:

Phone:

Email:

Section B (group booking)

Number of participants attending:

Names and classification of participants: (please attach a list if there is insufficient space)

Please complete and forward this form to **Seminar Coordinators:** senate.seminars@aph.gov.au.

Receipt of your registration form will be acknowledged by return email. Please contact the coordinators if you have not received confirmation within five working days.

For further information and course availability, visit our website at www.aph.gov.au/senate/seminars or contact the seminar coordinators on (02) 6277 3072 or (02) 6277 3074.

Payment, cancellation and refund policy

Tax invoices will be sent once registrations have closed, one week prior to the seminar date. The seminar fee will be waived only if a cancellation is notified in writing five or more working days prior to the seminar. If a participant is unable to attend, a substitute from the same organisation may attend but the seminar coordinators must be informed of this as early as possible. **No refund will be given for non-attendance.**