

ASDAN TRAINING WORKSHOP REGISTRATION INFORMATION

NOVEMBER 2019
MELTON SPECIALIST SCHOOL
VICTORIA | AUSTRALIA



ASDAN

AUDIENCE



These courses are designed for educators, allied health practitioners and those who are interested in educational strategies, independence development and transferable employability skills for children and adolescents with special educational needs and disabilities.



***This training event is being hosted by Brooke Briody,
Principal of Melton Specialist School and ASDAN Practitioner***

Training will be delivered in an engaging combination of presentations, lectures, discussions and feedback sessions.

Participants will have the opportunity to work closely with the facilitators to develop their skills and knowledge.

TRAINING SETTING

The training workshops will be delivered at Melton Specialist School. Your training registration cost includes all resources, training materials, lunch and refreshments over the course of the workshops.

TRAINING REGISTRATION INSTRUCTIONS



Spaces at these workshops are limited.

Register early!

Please read these instructions and complete the Registration Form and make payment to secure your place at our ASDAN Workshop.

INSTRUCTIONS

- 1. Complete a separate registration form for each person registering.*
- 2. Please PRINT clearly.*
- 3. Enter only one (1) address in the space provided. The address you list will be the one to which we will send correspondence and which will be listed in the Delegate Contact Sheet distributed at the workshop.*
- 4. Enter your name EXACTLY as you would like it to appear on your name badge and workshop certificate (space limitations may apply).*
- 5. Complete all fields and then scan the form to guardabascio.breeanna.c@edumail.vic.gov.au*
- 6. A Tax Invoice is available upon request.*
- 7. A Purchase Order Number must be provided before we can issue a Tax Invoice.*
- 8. Your spot at the Workshop is not CONFIRMED until full payment has been received.*
- 9. Please carefully read the Workshop Registration Terms and Conditions before completing the registration process.*

PAYMENT CAN ONLY BE MADE via DIRECT DEPOSIT

Melton Specialist School Council Official Account

BSB 313140

ACCOUNT 12066234

REFERENCE Your full name and organisation initials

WORKSHOP REGISTRATION TERMS & CONDITIONS



ASDAN

Intention to photographed/recorded

By registering to attend an ASDAN Workshop, you grant Melton Specialist School (MSS) permission to photograph, video and/or record you during the workshop activities to support promotion, publicity and reporting this event, future events and MSS activities. If you have any objection to being photographed or filmed during the workshops, please speak to the workshop staff.

Registration cancellation policy

Please note there will be no refunds issued for cancellations. A substitute delegate may be nominated. MSS and the workshop organisers reserve the right to alter, amend or cancel all or any of the arrangements contained in the program.

Disclaimer

This information booklet, program and nominated speakers are correct at the time of printing. Changes to the final program structure and nominated speakers may occur due to operation and administration issues or other factors outside the control of the workshop organisers.

Insurances

Registration fees do not include insurance. It is strongly recommended that, at the time you register for the workshop and book your travel, you take out an insurance policy of your choice. Consider inclusions such as loss of fees/deposit through cancellation of your participation in the workshop, loss of airfares through cancellation for any reason, airline or related services strikes, pre-booked arrangements due to airline delay, medical expenses, sickness and accident cover, loss or damage to personal property, and repatriation should travel arrangements alter.

MSS and its workshop organisers do not provide insurance nor take any responsibility for any participant failing to arrange their own insurance.

Privacy statement

MSS is bound by and committed to supporting the Information Privacy Principles set out in the Privacy Act 1988 and requirements of the Privacy Amendment (Private Sector) Act 2000. We are obliged to not to breach the relevant Information Privacy Principles and must not use or disclose personal information for direct marketing purposes.

Use of personal information

Information collected in the Registration Form will only be used for the purposes for which it is being collected:

(i) planning the Workshop, (ii) processing and managing your registration and associated administration (such as hospitality, events etc) including correspondence with you, and (iii) analysis of attendance statistics for evaluation purposes.

Workshop delegates list

MSS will produce a delegates list to all registered attendees at the Workshop. The list will contain delegates' names and positions only. All other personal or private data will not be released.

WORKSHOP REGISTRATION FORM



ASDAN

Workshop Title:

Name:

Organisation:

Job Title:

BILLING INFORMATION

Company (if applicable):

Address:

Phone:

Email:

Personal phone:

Dietary/Accessibility Requirements:

Signature:

Date: