

Registration/Booking Form for
ONLINE workshops

Organisation:

Contact Person:

Contact Phone no:

Contact Email Address:

Send Invoice/Receipt to:

Booking information (required) – Please complete a separate form for each attendee:

Attendee’s Name:

Attendee’s Phone nos:

Attendee’s Email Address:

The cost is \$110.00 per person, per workshop.

Workshops are conducted as per the calendar below unless other arrangements have been made between yourself and IST.

Please place a tick in the box adjacent to the date you wish to attend.

Data Entry & Basic Search Techniques		Advanced Searching, Reporting & Exporting		Personalise & Manage MOSAic		Advanced Collections Management & Troubleshooting	
<input type="checkbox"/>	Thursday 3-Sept-2020	<input type="checkbox"/>	Wednesday 9-Sept-2020	<input type="checkbox"/>	Monday 14-Sept-2020	<input type="checkbox"/>	Wednesday 23-Sept-2020
<input type="checkbox"/>	Wednesday 7-Oct-2020	<input type="checkbox"/>	Thursday 15-Oct-2020	<input type="checkbox"/>	Wednesday 21-Oct-2020	<input type="checkbox"/>	Monday 26-Oct-2020
<input type="checkbox"/>	Wednesday 4-Nov-2020	<input type="checkbox"/>	Tuesday 10-Nov-2020	<input type="checkbox"/>	Thursday 19-Nov-2020	<input type="checkbox"/>	Tuesday 24-Nov-2020
<input type="checkbox"/>	Wednesday 13-Jan-2021	<input type="checkbox"/>	Monday 18-Jan-2021	<input type="checkbox"/>	Thursday 21-Jan-2021	<input type="checkbox"/>	Thursday 28-Jan-2021
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Bank Details: Bendigo Bank BSB: 633-000 Account Number: 124586207 Account Name: IST
Please quote your organisation name as a reference with your payment.

Terms & Conditions:

Names may be substituted.

Cancellations: workshop fees will only be refundable or transferred to a different date if notification is received at least 5 working days prior to the commencement of the workshop date.

No Show: No refunds will be given.

IST reserves the right to cancel if there are insufficient registrations. In such a case, fees paid are fully refundable or transferable.