



# iMIS At Your Desk Training Registration Form

Please fill in a separate form for each person. Register for up to three courses on one form.

## Participant Details

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Ph: \_\_\_\_\_ Email: \_\_\_\_\_

## At Your Desk Training Course Details

Note: For iDashboards & TaskCentre three part series courses, you must undertake all three sessions of the course (3 X 2-hour sessions). Course is equivalent to three AYD courses at \$165 per course.

Course Title/s	Course Date/s & Time/s	Registration Fees
1.		
2.		
3.		
<b>TOTAL COST</b>		<b>\$</b>

An email acknowledging receipt of your registration will be sent to you within two days of receiving your registration. If you do not receive an acknowledgement email, we may not have received your registration. Please contact us on Ph: +61 3 9869 7500 to confirm details. **You will receive final details for joining the session no less than 5 days prior to the course date.**

## Registration Fees

All fees quoted are per person and are in Australian Dollars inclusive of GST. Early bird discounts are not applicable to AYD courses.

- **\$165 per 2-hour course**
- **\$495 per three part series course (3 x 2-hour sessions - iDashboards & Task Centre only)**

## Return completed form to:

✉ **Mail:** ASI Asia-Pacific  
 Level 22 459 Collins Street  
 Melbourne VIC 3000 Australia

📠 **Fax:** +61 3 9629 5919

✉ **Email:** info\_aust@advsol.com

## Payment

ASI will forward a **Tax Invoice** to you on confirmation of the training course (5 days prior to course commencement date). Payment terms are seven days. Payment can be made by cheque, EFT or credit card (Visa, Bankcard or MasterCard only).

## At Your Desk Training Cancellation Policy – read carefully

- Registrations cancelled more than 5 days prior to the first day of the course will receive a full refund.
- Registrations cancelled between 5 and 1 day prior to the first day of the course will be charged a \$100 cancellation fee.
- All cancellations must be made in writing to info\_aust@advsol.com or faxed to ASI at +61 3 9629 5919.
- ASI reserves the right to cancel any class with inadequate registration 5 days prior to the course date – all registrants will be advised.
- Registrants who fail to log in to the session on the scheduled day and time are considered "no shows" and will be charged the full session registration fee. If you experience technical difficulties logging in, please call us on +61 3 9869 7500 to notify us, otherwise you will be assumed a no show and the full registration fee will be charged.
- Training dates are subject to change - registrants will be advised.
- Registrants will be invoiced upon confirmation of the course (5 days prior to course commencement).