

IMPORTANT INFORMATION

SCOPE

The training seminars shall be as outlined and shall include: (a) lunch and refreshments each day (b) a detailed seminar training manual, and (c) a Certificate of Attendance indicating the total number of hours of training.

SCHEDULE

The training seminar shall be conducted over two consecutive days. Start time shall be 9:00am on both days. Finish time shall be 5:00pm on Day 1 and between 3:30pm and 5:00pm on Day 2 (depending on the level of audience participation and questions). A fully catered lunch and refreshment breaks are included in the Seminar Fee. Delegates are requested to arrive between 8:45am and 9:00am on Day 1 to complete registration formalities.

REGISTRATIONS

Registrations can be made by fax, email or mail. However, a seminar place cannot be guaranteed unless a completed registration form and a payment in full is received prior to the commencement of the seminar. Numbers are strictly limited and are allocated on a first to pay basis.

PAYMENT

The Seminar Fee must be paid at least one day prior to the commencement of the seminar. Delegates may be refused admission to the seminar if payment in full is not received prior to commencement. A tax invoice for payment shall be sent to the delegate upon receipt of a completed registration form. A tax invoice/receipt shall be sent to the delegate if the delegate has nominated to pay by credit card and has supplied the relevant credit card information.

CONFIRMATION OF REGISTRATION

Written confirmation of registration will be sent to the delegate's nominated email address upon receipt of payment in full. If written confirmation has not been received by the delegate two working days prior to the seminar start, the delegate should immediately contact KASA Redberg to determine the status of their registration.

CANCELLATION

All cancellations must be advised in writing by either fax, email or mail. A fee of 20% shall apply for written cancellations received 10 working days prior to commencement of the seminar. Cancellations received less than 10 days prior to commencement are not refundable. Another delegate may be substituted at no extra charge.

VENUES

KASA Redberg endeavours to use only high quality venues for the provision of its range of training seminars. Published venues may change and are subject to confirmation upon registration.

EARLY REGISTRATION, GROUP OR PREVIOUS ATTENDEE DISCOUNT

Individual discounts of 10% shall apply when (a) an organisation registers three or more employees at the same time, or (b) a fully completed registration form nominating credit card as the payment method and including credit card details is received by 5:00pm Sydney time, September 10th, 2010, or (c) the delegate has previously attended a KASA Redberg seminar or is registering for both "Pump Fundamentals" and "Liquid Piping Systems Fundamentals" at the same time. The maximum discount shall be limited to 20%.

CONTINUING PROFESSIONAL DEVELOPMENT

This seminar has been designed to meet the Continuing Professional Development (CPD) requirements of delegates in accordance with Engineers Australia policy. The Certificate of Attendance provided to the delegate on completion of the seminars shall include the number of claimable CPD hours.

ACCOMMODATION

The Seminar Fee does not include accommodation. Delegates are advised to contact the hotel directly to arrange their own accommodation requirements.

MONEY BACK GUARANTEE

If by the lunch-break on the first day of the training seminar a delegate is not satisfied with any aspect of the training seminar, they may leave and receive a full refund. Any delegate leaving after the lunch-break on the first day shall not be entitled to a refund.

TRAVEL ARRANGEMENTS

The Seminar Fee does not include travel arrangements. Delegates are to make their own travel arrangements. KASA Redberg shall not be responsible for the purchase of non-refundable airline tickets or the costs associated with cancelling flights. All delegates are advised to check the KASA Redberg website or call/email three weeks prior the seminar start to confirm that the seminar is definitely running. KASA Redberg reserves the right to cancel three week prior to the scheduled seminar start.

DRESS CODE

Smart casual business attire.

DIETARY OR SPECIAL DELEGATE REQUIREMENTS

The Seminar Fee includes morning tea, afternoon tea, lunch etc. Please advise KASA Redberg at the time of registering if you have any dietary or other special requirements that need to be attended to.