

Registration Form *Photocopy and complete this form (additional forms can be downloaded from www.adacpd.com.au).*

(I am a member of my ADA state branch or equivalent national organisation).

Please forward receipt by email (*please confirm email address below*) or post

Course name: _____

Course date: _____

(Dr/Mr/Ms/Mrs) Given Name: _____

Family Name: _____

Mailing Address: _____

_____ State: _____ Postcode: _____

Work Telephone: _____

Mobile: _____

Fax: _____

Email: _____

Additional Participants: 1. _____

2. _____

3. _____

Payment

Total amount: \$ _____

- (Non members add 15%, not applicable to Practice Owner's Workshop and PrimeSpeak - 3 Day Seminar)
- (Dental staff employed by ADA members do not add 15%)

Credit Card Please circle: Mastercard Visa AMEX

Card Number: _____

Expiry date: _____

Card name: _____

Signature: _____

Cheque: Make cheque payable to
ADA NSW Centre for Professional Development and post to:
PO Box 132, St Leonards, NSW 1590
with a copy of your registration form.

**Completed forms can be faxed to 02 8436 9933.
For further information, please call on 1800 737 346.**

Please note: Your registration for these events indicates acceptance of CPD's Terms and Conditions (see following pages).

Important information | Terms and Conditions

Advertising in this Program Guide

All bookings and enquiries concerning advertising should be directed to Stephanie Green, Industry Liaison Manager. Acceptance of advertisements does not imply endorsement by the Australian Dental Association (NSW Branch) Limited or the ADA NSW Centre for Professional Dental Development Limited.

Centre for Professional Development

Street: 71-73 Lithgow Street
St Leonards, NSW 2065

Postal: PO Box 132
St Leonards, NSW 1590

Phone: 1800 737 346

Fax: 02 8436 9933

Email: admin@adacpd.com.au

Web: www.adacpd.com.au

Registration information

Registrations must be made in writing. Use your credit card to register by faxing your registration form to 02 8436 9933; online at www.adacpd.com.au or mail your registration form with credit card details or cheque made payable to ADA NSW Centre for Professional

Development. Additional registration forms can be downloaded from the website.

Payments

Delegate places in events are confirmed once full payment has been received. While credit card is the preferred method of payment, CPD will provide an invoice with 14-day payment terms to those participants who choose to pay by cheque. Payment by instalment can be arranged on request. CPD reserves the right to apply a 10 percent surcharge for registrations made within three (3) business days of an event. (CPD accepts payment by Visa, Mastercard, American Express, cheque, money order or bank cheque).

GST

All course fees include 10 percent GST in the total cost except where stated. All tax invoices will show CPD's ABN 61 105 310 030.

Delegate cancellation / refunds for hands on programs



A full refund will be given for cancellations of hands-on program places made at least four (4) weeks* prior to the event in

question. A 50 percent refund will be given for cancellations of up to two (2) weeks* prior to the event. No refund will be given for cancellations made with less than two (2) weeks* notice. CPD takes no responsibility for changes to delegate work commitments or personal circumstances. Cancellations must be received in writing by mail, fax or email. Substitution of delegates can occur at any time at no additional cost. Course fees or part thereof cannot be transferred to another event when cancellation occurs within two (2) weeks* of the original event. (*1 week equals 7 full days).

Delegate cancellation / refunds for lecture programs



Full refunds will be given for cancellations of lecture program places made at least two (2) weeks* prior to the event in question. A 50% refund will be given for cancellations up to one (1) week* prior to the event. No refund will be given for cancellations made with less than one (1) weeks* notice. CPD takes no responsibility for changes to delegate work commitments or personal circumstances. Cancellations must be received in writing by mail, fax or

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email. Substitution of delegates can occur at any time at no additional cost. Course fees or part thereof cannot be transferred to another event when cancellation occurs within one (1) week* of the original event. (*1 week equals 7 full days).

Failure to attend

A delegate who fails to attend will be liable for 100 percent of the course fee.

Program cancellation / rescheduling

CPD takes all care to produce high quality program events that deliver as promised. All advertised details are correct at the time of publication. However when circumstances beyond our control prevail, CPD reserves the right to cancel, postpone, relocate or reschedule any program. If CPD exercises this option, CPD will employ reasonable endeavours to notify delegates as early as possible to minimise inconvenience. CPD will not accept any responsibility for travel and accommodation costs incurred by delegates. Where a refund is due to a delegate, a refund cheque for the amount paid will be issued within 30 days of notification. In the case of program post-ponement or rescheduling,

the delegate may choose to transfer the fee from the cancelled course to a future program of equal value. In this case these terms and conditions apply.

Disclaimer

The information and opinions presented at the professional development programs described in this Program Guide or on the CPD website are those of the presenters. Presentation at a CPD program of clinical methods, materials, techniques, or approaches to business issues that arise in dental practice, do not constitute endorsement by the Australian Dental Association (NSW Branch) Limited or ADA NSW Centre for Professional Dental Development Limited. By registering for a CPD professional development program, the delegate takes sole responsibility for the use of any information provided in the program. CPD reserve the right to alter the program details as circumstances require.

Privacy

The collection of your details is primarily for the purpose of registering you on the selected event/s. The information provided

will be held on the CPD database and may be used for future marketing of CPD events and may also be provided to the sponsor/s of the selected event/s. If you do not wish to have your details to be made available to these external parties, we ask that you notify us by a written request to the CPD Events Manager.

What to bring

Generally, most clinical instruments and materials are supplied for hands-on courses held at the CTC. Please bring your own magnification loupes to clinical hands-on workshops.

Sponsorship

To keep course fees down, some materials and products used in workshops may be provided by dental suppliers. Representatives may be in attendance at these events.

Dietary requests

CPD will endeavour to accommodate special dietary requests, please request at the time of booking. In some cases, special dietary requests may incur an extra charge.