

This form can be downloaded from our website at: <http://www.universitiesaustralia.edu.au/staffdev/>

Dates	Program Title & Venue	Duration & Cost
28 – 29 April	Approaches to Effective Leadership: Emotional Intelligence at Work Radisson Hotel & Suites, Sydney	2 days non residential \$1270.50 (\$1155 + \$115.50 GST) If paid on or before 7 March 2008
19 – 23 May	Leadership Program for Middle Managers Deakin Management Centre, Deakin University, Waurin Ponds, Victoria	5 days (course & workshop) \$3889.60 (\$3536 + \$353.60 GST) 3 days (course only) \$2047.10 (\$1861 + \$186.10 GST) If paid on or before 21 March 2008
16 – 20 June	Women in Leadership Program* Deakin Management Centre, Deakin University, Waurin Ponds, Victoria	5 days (course & workshop) \$3832.40 (\$3484 + \$348.40 GST) 3 days (course only) \$2047.10 (\$1861 + \$186.10 GST) If paid on or before 18 April 2008
17 – 18 July	Library Conference Novotel Brighton Beach, Sydney plus optional 1 day site visit – P.O.A.	2 days non residential \$1053.80 (\$958 + \$95.80 GST) If paid on or before 12 May 2008
28 – 31 July	Leading in times of change Deakin Management Centre, Deakin University, Waurin Ponds, Victoria	4 days \$3905 (\$3550 + \$355 GST) If paid on or before 30 May 2008
14 – 15 August	International Education Conference Conrad Treasury Hotel, Brisbane	2 days non residential \$1041.70 (\$947 + \$94.70 GST) If paid on or before 23 June 2008
25 – 26 August	Approaches to Effective Leadership: resolving conflict using Emotional Intelligence Conrad Treasury Hotel, Brisbane	2 days non residential \$1270.50 (\$1155 + \$115.50 GST) If paid on or before 4 July 2008
7 – 10 September	Senior Leadership Mount Eliza Centre for Executive Education, Victoria	4 days \$6053.30 (\$5503 + \$550.30 GST) If paid on or before 11 July 2008
29 – 30 September	Leadership, Management and Organisation Development Conference The Sebel Playford Hotel, Adelaide	2 days non residential \$871.20 (\$792 + \$79.20 GST) If paid on or before 1 August 2008
13 – 17 October	Leadership Program for HEW Levels 5 – 7 Deakin Management Centre, Deakin University, Waurin Ponds, Victoria	5 days \$3638.80 (\$3308 + \$330.80 GST) If paid on or before 22 August 2008
30 – 31 October	Workshop: working with new generations Four Points by Sheraton Hotel, Sydney	2 days non residential \$1270.50 (\$1155 + \$115.50 GST) If paid on or before 12 September 2008

Nomination Form 2008

Instructions

To ensure prompt processing of your nomination, please ensure that:

- every section of this form is read, completed and appropriate statements are attached.
- you type or print clearly.
- the cancellation policy has been read and signed by an authorising officer, as there are penalties for late cancellations.
- you fax or post your completed nomination with payment to:

Course Administrator

Staff Development & Training
Universities Australia
GPO Box 1142
Canberra ACT 2601
Phone: +61 2 6285 8216
Fax: +61 2 6260 3146
Email: a.sorbara@universitiesaustralia.edu.au

Terms & Conditions

1. Universities Australia has a privacy policy regarding the gathering and use of all personal information. Further details of this policy are available from our website (<http://www.universitiesaustralia.edu.au>).
2. The Universities Australia Staff Development & Training Program will send an acknowledgement of receipt of your nomination. This does not guarantee that a place will be available in the program you have nominated to attend. After the closing date for the program, we will advise you as to the status of your nomination.
3. A tax invoice for the program is included on the nomination form and needs to be paid with the nomination, in order to receive the early bird rate. Please note that any payments received will not be processed until after the closing date.
4. Any nominations received after the closing date of a program will incur an additional \$192.50 (\$175 + \$17.50 GST) late fee on top of the overall program cost.
5. Please read our Cancellation Policy below and sign appropriately on page 3 of this brochure.

Cancellation Policy - Please read and sign the relevant space on page 3.

Please note that any notification of cancellations or replacement nominees must be in writing.

We regret that due to financial and administrative commitments which are incurred when nominations are received, it is necessary for us to enforce cancellation charges. If we are informed of a cancellation more than 4 weeks prior to the commencement of the course/conference, an administrative charge of 25% of the fee will be charged. If we are informed of a cancellation 2 to 4 weeks prior to the commencement of the course/conference, a 50% fee will be charged. If we are informed of a cancellation less than 2 weeks prior to the course/conference, the full course fee will be charged.

Notification of a replacement participant for nominee unable to attend will be accepted with no extra charge, and advice of the replacement must be received at least one week prior to the commencement of the course/conference. Please note: where participants are contacted prior to a course to complete a leadership questionnaire there will be an extra charge for the administration of the instrument in addition to the cancellation charges outlined above. This extra charge applies regardless of whether a replacement attends the program.

In the case of programs with pre-course work, a late replacement may need to undertake work at very short notice, receiving results from this work at a later date than other participants.

The Universities Australia Staff Development & Training Program reserves the right to cancel an activity if sufficient enrolment is not met or when conditions beyond its control prevail. If an activity is not held for any reason, the organisers' liability is limited to course/conference fee only.

Nomination Form 2008

please detach and return this page, together with relevant attachments, and tax invoice (see next page)

NOMINEE DETAILS

REMEMBER: TAX INVOICE

To receive the early bird rate please complete and return tax invoice on reverse side with your nomination.

Course/Workshop/Conference title:			
Name:	<i>Title</i>	<i>First Name</i>	<i>Surname</i>
			Male _ Female _ <i>Please tick:</i>

Preferred Name for Name Tag:		Position:	
Department/Faculty:		Number of years in position:	
University:		Number of years in sector:	
Postal Address:			
Postcode:		Email:	
Phone:		Fax:	

FOR UNIVERSITY STAFF DEVELOPMENT STAFF ONLY			
Ranking of this nominee		How many nominees will your university fund?	

*Nominees accepted for the 2008 Women in Leadership Program will have their names and details included on a list of Women in Leadership past participants on our website.

Have you attended a Universities Australia (formerly AVCC) Staff Development and Training Program before?

- If yes, please indicate what activity you attended and when, if known.

Special Requirements

- Please indicate if you have any special dietary, medical or disability requirements.

Please attach a brief description of your current responsibilities, a short statement on what you hope to achieve by participating in the activity and a brief supporting statement from your supervisor. (This is not required if you are nominating to attend a conference)

Participants may be required to undertake some pre-course work. There is an expectation that you will consult with your direct supervisor prior to and on completion of this program. Because of the sustained nature of the program, it is expected that you will free yourself from all work obligations during the course.

Signature of Nominee:

Authorising Officer - Cancellation Policy

I have read the cancellation policy and agree to its terms.

Signed:

Position:

_____Please note: the Cancellation Policy must be signed by someone other than the nominee.

Nomination Form 2008

ABN 53 008 502 930

TAX INVOICE

Date: _____

Name: _____
Title First name Surname

Position: _____

Faculty/Dept/School: _____

University: _____

Address: _____

City: _____ State: _____ Postcode: _____

Country (if not Australia): _____

DESCRIPTION	AMOUNT
Program title: _____	\$ _____
Venue: _____	
Late fee (if applicable) – please add \$175 if paying after closing date.	\$ _____
GST – please add 10% GST	\$ _____
TOTAL	\$ _____

Payment Options:

- By cheque made payable to Universities Australia.
- By Electronic Funds Transfer

Bank: National Australia Bank

BSB: 082-962

Account Name: Universities Australia

Account Number: 51-506-5225

Please include remittance advice with nomination or alternatively email a.sorbara@universitiesaustralia.edu.au with receipt number and date of transfer.

- By credit: complete below or contact the Course Administrator via telephone 02 6285 8216.

Credit card details: Visa Bankcard Mastercard (*please circle*)

Name on card: _____

Position: _____ University: _____

Card number: _____ Exp date: _____

Signature: _____

Amount authorised for payment: \$ _____

(please note a merchant service fee of 1.7% will be added to this amount.)

Charges will only be incurred on your credit card, once your place in the program is confirmed.