

Conference General Information

Registration Entitlements

Full/Group registration fee entitles conference delegates the following:

- Attendance at all conference sessions from 26 - 27 October 2005
- Lunch, morning and afternoon teas during the conference
- Attendance at the Conference Dinner and KM Awards at Rydges Canberra
- Delegate pack with program and session materials

Full Time Student Research Forum Registration fee entitles delegates to the following:

- Attendance at Research Forum Sessions on Wednesday 26 October
- Lunch, morning and afternoon teas on Wednesday 26 October
- Delegate Pack with program and session materials

Social Program

The Conference Dinner and KM Awards will be held at Rydges Lakeside Hotel on Wednesday 26 October from 7pm and will be the highlight of the social program. This function is included in speaker, full/group registration fees however please complete the section on the registration form to indicate you are attending for ticketing and catering purposes. Function tickets will not be issued unless a booking is made. You are welcome to bring guests to the Conference Dinner and KM Awards at an additional cost- please indicate in the check box when registering how many tickets you will require.

The Senior Executive Breakfast is a special KM session for Senior Executives in Government, addressing the business imperative for implementing effective knowledge strategies in public sector organisations. The Breakfast commences at 7am in the Burley Griffin Restaurant, 15th floor of Rydges Lakeside Hotel on Thursday 27 October. The Breakfast is not included in conference registration and more information is available on the conference website.

The Research Forum

The Research Forum will run on day one of the actKM Conference. You can attend presentations provided by full and part-time research students who will address various areas of Knowledge Management. Presenters will be students currently undertaking a research degree from a recognised university, at either Master or Doctoral level.

Cancellations & Refunds

Notification of any alterations or cancellations must be sent by post, facsimile or email to Conference Solutions. In the event of a cancellation a full refund of registration fees, less an administration fee of \$200, will be paid. If a registered delegate is unable to attend, a substitute delegate is welcome at no additional cost. Sharing of attendee passes is not permitted. One pass per person only.

Invoices

Invoices will be raised in Australian Dollars only and must be paid within 14 days from the date of invoice OR prior to the start of the conference (whichever is sooner).

Payment

Payment in the form of cheque, credit card or direct debit is required prior to the start of the conference. If paying by direct debit, please ensure the remittance advice includes your organisations name, invoice number and attending delegate name. Please notify Conference Solutions by fax or email, of the date of transfer and conference name.

Conference Managers

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Privacy Statement

In registering for this conference, relevant details will be incorporated into a delegate list for the benefit of all delegates (name and organisation only), and may be made available to parties directly related to the conference including Conference Solutions, ACT Knowledge Management Forum (actKM), AMLINK (the conference on-line registration service), the Conference Organising Committee, venues, key sponsors (subject to strict conditions) and other parties associated with related conferences. By completing this registration form, you acknowledge that the details supplied by you may be used for the above purposes. Should you not wish for your details to be used for these purposes, please advise Conference Solutions.