

# REGISTRATION FORM

## CORE SKILLS: GENERAL SURGERY/ VASCULAR COURSE

(PLEASE RETURN THIS FORM TO CTEC VIA POST OR FAX)



THE UNIVERSITY OF  
WESTERN AUSTRALIA



### COURSE DETAILS

Course: General Surgery/Vascular Surgery

Dates: **Day 1** General Surgery (29th July)  
**Day 2** General Surgery (30th July)  
**Day 3** Vascular Surgery (31st July)

Time: **Day 1** 8.00am - 04.00pm  
**Day 2** 8.00am - 03.45pm  
**Day 3** 8.00am - 04.30pm

Location: Clinical Training and Education Centre (CTEC)  
University of WA  
Entrance No. 2, Hackett Drive  
CRAWLEY WA 6009

### REGISTRATION TYPE

- Day 1: General Surgery (Set 1-3) \$550 inc GST
- Day 2: General Surgery (Set 2-4) \$550 inc GST
- Day 3: Vascular Surgery \$550 inc GST
- Any 2 days ( Please specify which) \$880 inc GST
- Full 3 Days \$1350 inc GST

### METHOD OF PAYMENT

Enclosed is a cheque for \$\_\_\_\_\_ made payable in  
Australian Dollars to **University of WA (CTEC)**  
**or**

Please debit my:  Visa  MasterCard

For the amount of \$\_\_\_\_\_ (inc GST)

Card No. \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_.

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### CONTACT DETAILS

Mr/Ms/Dr/Prof: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

### DIETARY REQUIREMENTS

Please indicate if you have any special dietary requirements  
that our caterers need to be aware of

### ACCOMMODATION INFORMATION

CTEC can book accommodation on your behalf for this  
course. Please indicate below the details of your stay.

| Accommodation | Cost (AU\$)<br>Per Night | No. Nights |
|---------------|--------------------------|------------|
|---------------|--------------------------|------------|

Duxton Hotel \$210.00 (GST incl) \_\_\_\_\_

Check in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check out date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tick:  Smoking or  Non-smoking

Once a booking has been made, you will be notified by CTEC and  
then required to contact the accommodation provider directly to  
arrange payment. Cost is approx only & subject to availability.  
Changes & cancellations remain your responsibility.

### PARKING INFORMATION

Metered parking is available on Hackett Drive. Please ensure  
you have change for these meters.

### AWARENESS

How did you hear about this course?

- CTEC Flyer  Medical Forum WA  Faculty Member  
 CTEC Website  Other Website  Mail/ Email  
 CTEC Express  Colleagues  Hospital  
Other \_\_\_\_\_

### LODGING YOUR REGISTRATION

Complete this registration form and return to CTEC **as soon  
as possible** to avoid disappointment

Fax to: +61 (0)8 6488 8045 or Ph: +61 (0)8 6488 8044

Mail to: Program Assistant, CTEC, University of WA, Mail  
Point M306, 35 Stirling Hwy, CRAWLEY WA 6009

### DATABASE DETAIL

Years of experience: \_\_\_\_\_

Current Hospital: \_\_\_\_\_

Current Department : \_\_\_\_\_

### TERMS & CONDITIONS

I have read and agree to comply with the CTEC Registrant  
Terms and Conditions:

Signed: \_\_\_\_\_

## REGISTRATION TERMS AND CONDITIONS

### Cancellations

1. Cancellations advised in writing (30 days) will be refunded in full. Substitutions can be made at any time.
2. Cancellations due to illness, supported by a medical certificate will be refunded in full.
3. Cancellations received between 8 – 29 days prior to the event will be refunded 50%.
4. A refund will not be granted if a registrant fails to attend an activity, or cancels up to one week before the course.
5. Full payment is required on registration.
6. CTEC reserves the right to cancel planned courses and symposia, even at short notice.
7. In the event of cancellation, all paid course fees will be refunded. This precludes any other claims.
8. If a nominated presenter cannot take a course another faculty member will be engaged by CTEC.

### Privacy Statement

CTEC is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The personal information you provide in this form will be used by CTEC to:

- Process your registration form, which may include updating your record and profile information;
- Contact you in the event of cancellation;
- Conduct analysis or market research to identify the ongoing needs of registrants;
- Provide you with access to information about a range of current and future courses and associated events administered by CTEC.

If you do not wish to receive such information please tick this box  and fax back to +61(0)8 6488 8045 and allow 4 weeks for processing. CTEC may disclose the personal information, which you provide to external service providers to whom we have contracted out functions such as printers or mailing houses, but only for the purposes outlined above. You have a right to access any personal information which CTEC holds about you, subject to the exceptions in the Privacy Act 1988 (Cth). Please contact CTEC if you would like to access or correct the personal information we hold about you. For more information on CTEC's Privacy Policy, please visit our website at [www.ctec.uwa.edu.au](http://www.ctec.uwa.edu.au).

### Participants Responsibility to CTEC

1. If requested, participants are to provide proof of professional status.
2. Participants are to arrange own parking in accordance with UWA parking policy.
3. CTEC will not be liable for loss of personal property or parking fines incurred.
4. Participants agree to read and abide by all CTEC Health and Safety Guidelines provided.

### Media Release Authority

During your participation in our courses, still photographs and video recordings may be taken that at times CTEC may use for educational, administration or promotional purposes.

By checking the box, you do not authorise CTEC to use these materials depicting you during the course.

I have read and agree to comply with the CTEC Registrant Terms and Conditions.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_