

# Academy Registration Form

Course Name .....

Course Date ..... Purchase Order number (if required) .....

Participants Name(s)

1.	2.
3.	4.

Company Information .....

Company Name .....

Billing Address .....

Phone No ..... Email .....

Please book accommodation       Accommodation **not** required

Hotel Preferences

Novotel       Adina Apartments Norwest

Please organise airport transfers (with a designated driver)

From Airport       To Airport

Please organise Flights (if required)

One Way       Return

Preferred Carrier

Virgin       Qantas       Jetstar       No Preference

Rewards Program details (if applicable) .....

Arrival date .....

Departure date .....

Please email registration form to **anita.stapleton@ottobock.com**



# General Information on Conditions and Registration

Anita Stapleton  
Otto Bock Australia  
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62 Norwest Boulevard  
Baulkham Hills NSW 2153  
Australia

Phone: +61 (2) 8818 2866  
Fax: +61 (2) 8814 4500

E-mail: [anita.stapleton@ottobock.com](mailto:anita.stapleton@ottobock.com)

## Registration

Registration should be completed in writing. To register, please send us your registration via e-mail. Registrations must be received 4 weeks prior to the beginning of the seminar. Together with the registration confirmation, you will also receive information providing directions, accommodation and seminar times.

## Accommodation

Together with the registration confirmation, you will receive information about hotels. Anita Stapleton will gladly assist you with the booking. Accommodation costs are not covered by Otto Bock.

## Seminar accreditation

You will obtain AOPA CPD Credits (Contact Otto Bock for further details)

## Certificate of participation

All participants will receive a certificate for their participation at a continuing education event of the Otto Bock Academy.

## Invoice

The seminar fees will be invoiced prior to the event, and will require payment prior to the event except for account customers. All fees include GST.

## Cancellations

Cancellations made at least 7 days prior to the event start date, one half of the total amount will be refunded. Later cancellations or no-shows, no refund will be made. Otto Bock may cancel seminars, even at short notice, should the minimum number of participants not be reached. We ask for your understanding in this matter. In the case that we have to cancel seminars, participants will, of course, receive a full refund.

## Meals

Lunch is provided, please inform us about any special dietary restrictions or preferences.

## Your contact

During the event, your contact is Anita Stapleton on +61 2 8818 2826