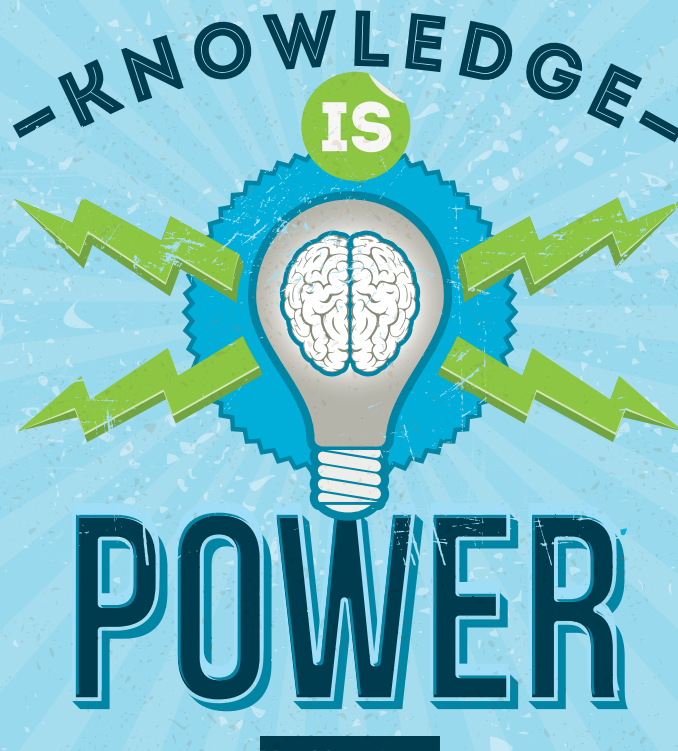


# Grantmaking in Australia Conference 2015

Monday March 23, 2015  
Rydges on Swanston, 701 Swanston St, Carlton, Victoria



Plus  
Local Government Tribal Gathering: Tuesday March 24 (morning)  
SmartyGrants MasterClass: Tuesday March 24 (afternoon)

  
**aigm** | Australian Institute  
of Grants Management

An enterprise of:



[ourcommunity.com.au](http://ourcommunity.com.au)

# What attendees said about last year's Grantmaking in Australia Conference

"All the sessions were high quality and interesting. The speakers were passionate and I loved that they were open to conversing outside the sessions, even by email. They were so genuine and knowledgeable."

"Great speakers providing relevant, practical information"

"The passion of the speakers speaks volumes about the scope and breadth of the grantmaking business. As always, much food for thought to take away."

"So much food for thought. So beneficial to have been able to network and hear about diverse granting options."

"Great to hear different stories and also to network with others. Great presenters with practical tips."

"So many different points of view. Inspiration from stories of other grantmakers. Different approaches to similar challenges."

# About the Conference

Monday March 23, 9am–4.30pm

“Knowledge is power”.

This 400-year-old adage has never been truer than it is today.

Technology makes it easier than ever before for us to collect and share information.

But the ease is an illusion. We first need to know the right information to collect. Then we need to work out the best way to collect it. Once we have it, how will we process it? How will we make sense of it?

Most importantly of all, what will we do with it? How can we use all the information at our disposal to inform what we do – to shape our grantmaking, to *improve* our grantmaking, to achieve better outcomes?

How can we turn raw information into real, useful, knowledge?

Data analysis, measurement, mapping, benchmarking, data sharing: all of these things can have a hugely positive impact on grantmakers’ work, and the work of our grantees... or they can be a frustrating, useless distraction.

In 2015, the Grantmaking in Australia conference is zeroing in on data. We’re not going all egg-headed here; but we are going to look at the practical steps an everyday grantmaker can take to make sure you’re able to share in the potential of this rapidly emerging field.

Of course, data is just one of the many emerging issues in grantmaking. Grantmaking models that didn’t exist a decade ago now thrive. Methods of assessing applications and impact have come a long way. Online grants management systems are changing everything. Grantmakers are more switched on, more collegiate than ever before.

This conference is your opportunity to stay connected to the zeitgeist.

## Conference features

The conference will feature valuable, practical sessions on:

- Long-term and short-term grantmaking
- Examining and measuring the community impact of your grants
- Developing and using metrics to improve grantmakers’ knowledge
- Grants program reporting, evaluation and review
- Benchmarking
- Grants program equity

## Who should attend?

- Grantmakers from across the sector – from all levels of government as well as corporate, philanthropic and foundation grantmakers
- Grantmakers serious about improving their efforts, about increasing their grantmaking knowledge and about learning what others are doing to drive the sector forward
- Funders who are keen to share their stories, exchange ideas, network and tap into the collegiate atmosphere of the conference and the sector
- Funders interested in clear, practical and useful tips on how they can improve their efforts.

# The Speakers



## Dr Michael M. Weinstein

Michael is an economist who has served as chief program officer for the Robin Hood Foundation in New York since 2002. He has written more than a thousand columns, editorials, news-analysis and magazine articles for *The New York Times* about a wide range of public policy issues including health care, welfare, social security, tax, inequality, the environment, regulation, education and banking.



## Carley Commens

Carley is an arts administrator and creative producer based in Brisbane. She administers the arts grants programs for Brisbane City Council, overseeing such programs as Creative Sparks and the Lord Mayor's Young and Emerging Artists Fellowships. Carley recently created a new program, the Innovation Award, after winning the AIGM Grantmaker of the Year Award in 2014.



## Marguerite Davie

Marguerite has worked in operations, finance, human resources and information technology for state and local government and the university and not-for-profit sectors. Together with Susy Jones, Marguerite recently developed and implemented of the Whole of Victorian Government Common Funding Agreement, and is currently working on standard agreements for local government.



## Fiona Dempster

The director of the Australian Institute of Grants Management, Fiona is a grantmaking and social inclusion consultant and a former ministerial advisor with more than 10 years of experience in program management and delivery. Her key areas of interest include social inclusion, community development, organisational governance, carers, families and children's policy and community consultation.



## Sarah Foxe

Sarah is the grants manager at the City of Sydney. She has led an extensive review of the program in the past 12 months and has established a framework to measure its effectiveness. Sarah has 12 years of international and Australian community development and program management experience and has worked in the corporate, not-for-profit and government sectors.



## Kate Frykberg

Kate is the executive director of the Todd Foundation and chair of Philanthropy New Zealand. She established the Thinktank Charitable Trust in 2003 and serves on the governance committees of the Ngāi Tahu Fund and Conscious Consumers. In 2000, she was awarded the ASB Business Woman of the Year and was given the New Zealand Order of Merit for services to business and the community.



## Anthea Hancocks

Anthea is the CEO of the Scanlon Foundation, a private philanthropic organisation committed to enhancing social cohesion in Australia through research, community grants and projects. She has an extensive background in community service, business development, education, communications, marketing and strategy across a variety of private, government and not-for-profit organisations.



## Simon Herd

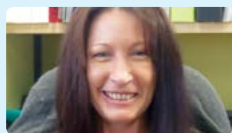
Simon is the director of grantmaking reform at the Australian Institute of Grants Management, where he works on the ongoing development and enhancement of Smarty-Grants, the AIGM's best-practice grants management system. He is also vice-president of the Myer Foundation, a director of the Australian Environmental Grantmakers Network, and a director of the Cranlana Programme.

# The Speakers



Susy Jones

Susy's career spans policy development, funding design and delivery, natural disaster recovery, and sector development in state and local government, business, creative arts and not-for-profit. Together with Marguerite Davie, Susy worked on the development and implementation of the Whole of Victorian Government Common Funding Agreement, and an equivalent agreement for local governments.



Sharon Moore

Sharon Moore is the community development officer at Gosford City Council, and has worked with the council since 2000. Over the past eight years, Sharon has been responsible for managing the council's community funding programs, including community development grants, sponsorship, heritage grants, community facility grants, Aboriginal grants and Sister City grants.



Patrick Moriarty

In his position as director of training and development at Our Community, Patrick has led the development of the organisation's training arm and the establishment of the Institute of Community Directors Australia (ICDA). He has particular expertise in the travails of local government and the challenges of local government grantmaking.



Julie Reilly

Julie Reilly is the CEO of the Australian Women Donors Network. She has coordinated international OECD conferences, been awarded for her work with the National Centre for Gender and Cultural Diversity at Swinburne University, and worked in media production. Julie was named as a key influencer in the NFP sector in Pro-Bono's inaugural IMPACT 25 for 2014.



Phil Scott

Phil has worked coordinating fundraising, public relations and alcohol and other drug education for the Australian Red Cross; HIV/AIDS service delivery assessment in South Sudan on behalf of the Edmund Rice Foundation and most recently coordinating Parramatta City Council's award winning Grants Support and Monitoring Program, focusing on connecting, engaging and empowering local communities.



Jodie Shanks

Jodie heads up Our Community's SmartyGrants training team and travels around Australia to help grantmakers learn how to use SmartyGrants to facilitate best practice. Before joining Our Community, Jodie worked in research and planning for beyondblue. She also has experience in marketing, communications and membership management, and even as a tour guide.



Barry Smith

Barry is a director of the Australian Institute of Grants Management, a consultant and a former senior public servant with more than 30 years of experience in government grantmaking, social policy research, policy and program development and management. His key areas of interest include program development and administration, and special policy training and education.

“

An excellent conference – very well run and organised.”

Grantmaking in Australia Conference attendee

# The Conference Program

Monday March 23, 9am–4.30pm

## Grantmaking in Australia Conference

- 8.30–9.00am**      **Coffee/tea and registration**  
**Introduction and overview**
- 9.00–9.10am**      **FIONA DEMPSTER, Director, Australian Institute of Grants Management (AIGM)**  
Why are we here, and who are we going to hear from? Fiona Dempster will tell us more.
- 9.10–10.00am**      **Keynote presentation**  
**Show me the numbers: Applying a numbers-focused approach to your grantmaking**  
**MICHAEL WEINSTEIN, Senior vice president, Robin Hood Foundation (USA)**  
Ever wondered what a truly metrics-centric grantmaking approach might look like? Michael Weinstein can show you. He's the senior vice president of the Robin Hood Foundation, which applies a "relentless monetisation" approach to its work to alleviate poverty in New York City.  
If you're a program officer working for Michael and you want to try something new, you'd better have some evidence up your sleeve to prove that it's worth having a go – there's no room for going by feel here.  
The world of grantmaking and social change is moving quickly towards metrics – application of evidence-based practice. You may not want to go as far as Robin Hood, but you'd better be sure you know what it means if you do.
- 10.00–10.30am**      **Special presentation**  
**2015 Grantmaker of the Year Award**  
**FIONA DEMPSTER, Director, Australian Institute of Grants Management**  
Special guest: **CARLEY COMMENS, 2014 AIGM Grantmaker of the Year**  
The AIGM Grantmaker of the Year Award seeks to unearth people leading the field of grantmaking in Australia and to draw out their vision for the future.  
Join us as we announce the 2015 Grantmaker of the Year, and hear the winner's ideas for transforming grantmaking in Australia.  
We also hear about the year in review for Carley Commens, 2014 Grantmaker of the Year.
- 10.30–11.00am**      **Morning tea**  
**Keynote presentation**
- 11.00–11.40am**      **Measuring the real community benefits of community grantmaking**  
**KATE FRYKBERG, Executive director, Todd Foundation (New Zealand), Chair, Philanthropy New Zealand**  
What might at first glance seem to be a generous grants program can seem far less generous when you factor in the time grantees spend applying for, administering and reporting on those grants.  
It's surprising how many grantmakers are unaware of the time and resources applicants devote to ensuring they comply with program guidelines and contract conditions.  
Kate has recently studied these challenges in a bid to quantify and understand the cost – and the benefits – to the community of the Todd Foundation's grantmaking. In this session she will share her learnings, explain some of these hidden costs and look at ways grantmakers can make the process more efficient.
- 11.45am–12.40pm**      **Concurrent sessions**  
Attend your first concurrent session. (Choose two sessions to attend on the day)  
**1. Your grants program – a health check**  
**BARRY SMITH and FIONA DEMPSTER, Australian Institute of Grants Management**  
The AIGM is launching a revamped grantmaking toolkit – a set of tools aimed at helping grantmakers build better grant programs and review their work.  
A key feature of the new resource is a free grants program health check, a quick way to do a high-level assessment of how your grant program is going. This session will allow you to try it on for size.

*continued on next page...*

# The Conference Program

## Monday March 23, 9am–4.30pm

11.45am–12.40pm

### **2. Higher impact grants reporting**

#### **SUSY JONES and MARGUERITE DAVIE, Funding and Grants Management Specialists**

Today's grant managers need to be great storytellers. Was a grant used in the right way? What impact did it have? What does it mean for future policy and decisions? Templates and systems to collect and make sense of data offer essential starting points for grants reporting, but if you don't know how to hit a nail with a hammer you may as well be using a saw.

Through this practical and interactive workshop you'll learn how you can assess your organisation's grants reporting capabilities, identify gaps and start practising higher impact grants reporting and better storytelling.

### **3. Looking long-term: towards best-practice strategic grantmaking**

#### **ANTHEA HANCOCKS, CEO, Scanlon Foundation**

Longer-term grantmaking can be a challenging but immensely rewarding style of funding. It requires a different outlook, a change of focus and a greater emphasis on thinking strategically.

In this workshop, Anthea will take grantmakers through some of the key lessons she and the Scanlon Foundation have drawn from their efforts in longer-term grantmaking, as well as identify pitfalls for new players.

12.40–1.20pm

### **Lunch**

1.20–2.15pm

Concurrent sessions. As above. Attend your second chosen session.

### **Table hotspots**

2.20–2.40pm

### **Table hotspot discussions**

New to the conference this year, our table hotspot discussions aim to kickstart discussions on grantmaking topics you want to chat about. During the day, grantmakers will be asked to nominate issues they'd like to discuss, debate and reflect on around a table with fellow conference-goers.

The top topics nominated will be announced at the beginning of this session, providing a starting-point for table discussions. So come prepared to nominate, to chat and to take advantage of the collegiate atmosphere of the conference to talk about topics of particular significance to you.

2.40–3.00pm

### **Afternoon tea – hotspot discussions continue**

### **Keynote presentation**

3.00–3.40pm

### **Clear-sighted gender-wise granting: Overcoming the gender blind-spot to create impact**

#### **JULIE REILLY, CEO, Australian Women Donors Network**

Placing a gender lens over your grantmaking is not a matter of fairness; it's absolutely necessary if you want to maximise the impact of your grants. It's not just about women and girls, either. Your program may inadvertently be excluding boys and men. If you want to get it right, you can't just add a question or two to your forms. You need to ensure the gender lens is part of your program's very DNA.

In this session, you'll learn the five key questions that will help you to bring the gender agenda into focus for your program.

### **Panel discussion**

3.40–4.20pm

### **Towards a Clearer Picture of Impact: The Collaborative Grantmaking Project**

#### **PHIL SCOTT, Community Place Development Officer, Parramatta City Council's Community Capacity Building Team**

#### **SIMON HERD, Director of Grantmaking Reform, AIGM**

For the past 12 months, local council grantmakers across the west of Sydney have been working on Collaborative Grantmaking project. This project has seen councils and ClubsNSW, for the first time, share data with a view towards evaluating funding effectiveness and streamline process. This is groundbreaking work, with the potential for great benefits in grantmaking across the region.

In this session you'll learn more about the project, the groundbreaking work being done and how it is using benchmarking, data and knowledge to better examine the grantmaking being done across Western Sydney.

4.20–4.30pm

### **Close**

# Grantmaking Tribal Gathering

Tuesday March 24, 9am–12pm

## Grantmaking Tribal Gathering: For Local Government Grantmakers

Join us for the Local Government Tribal Gathering, a terrific morning of interactive presentations on topics relevant to local government grantmakers.

Sit alongside your peers in building best practices and identifying common problems and solutions.

This event is about the wisdom of the tribe – peer learning and exchange through discussion, not lectures from the pulpit. Come prepared to share your war stories and solutions, and leave the event with more contacts and greater knowledge of the practices of your peers.

### Tribal Gathering features

The Tribal Gathering will feature valuable, practical sessions on:

- How local government can fund innovation
- Establishing new community grants programs
- Program reviews and revamps
- Separating good grants management from local government politics.

8.30–9am

**Coffee/tea and registration**

9–9.10am

**Introduction and overview**

**BARRY SMITH**, Director, Australian Institute of Grants Management

9.10–9.55am

**Funding innovation**

**CARLEY COMMENS**, 2014 AIGM Grantmaker of the Year; Brisbane City Council

Many local councils work hard to encourage innovative solutions to local issues, and grantmaking is a key tool in any council's arsenal. In this session Carley Commens will share what she has learned about funding innovation by establishing the Brisbane City Council Innovation Award.

9.55–10.45am

**Separating good grants management from local government politics**

**PATRICK MORIARTY**, Director of Training and Development, Our Community

Local government grantmaking doesn't occur in a vacuum. External forces – sometimes subtle, sometimes overt – put pressure on efforts towards best-practice local government grantmaking.

Drawing on his own experiences, Patrick will examine some of the best ways local government funders can address these challenges through clear policies, practical guidelines and solid governance measures.

10.45–11.05am

**Morning tea**

11.05am–12 pm

**Reviewing grants reviews**

**SHARON MOORE**, Gosford City Council

**SARAH FOXE**, City of Sydney

Grants program reviews can be daunting – so much so that many grantmakers avoid the process, leaving their organisations open to inefficient, unwieldy and increasingly less focused grantmaking.

Sharon and Sarah both have recent and very practical experience in reviewing, revamping and overhauling their councils' grants programs. They will share with delegates some of the important lessons they have learned that can be applied to any grants program review to make it more focused and meaningful.

12–12.05pm

**Closing comments from Barry Smith**

NOTE: Delegates staying on for the afternoon SmartyGrants Masterclasses (beginning at 1pm) should arrange their own lunch. Coffee and tea will be available from 12.30pm.



# Masterclass: For SmartyGrants users

Tuesday, March 24, 2015: 1pm-3.30pm

## Masterclass: For SmartyGrants users

With the Grantmaking in Australia Conference focussing on knowledge, data and information, our SmartyGrants Masterclass turns its attention to the concepts of Standard Fields and Reporting.

Standard Fields will revolutionise the grantmaking world. The concept is the first step towards the meaningful benchmarking of your work.

Our Masterclass is designed to focus on Standard Fields and Reporting using SmartyGrants. It will look at how Standard Fields can help you standardise forms, edit responses and increase ease-of-assessment.

SmartyGrants is Australia's leading online grants management solution, with more than 300 separate grantmakers both within Australia and overseas using SmartyGrants to manage nearly 2900 programs.



**12.30pm-1pm**

**Coffee/Tea & Registration**

**1pm-2pm**

**MASTERCLASS: Standard Fields and Reporting**

Standard Fields will revolutionise the grantmaking world, and are the first step towards the meaningful benchmarking of your work.

Standard Fields allow you to capture common information across applications, irrespective of the program or forms used to gather that information.

The concept provides grantmakers with a means of developing common data schema for the grant information you capture, and its use in SmartyGrants will allow us to provide you with cross-program reporting for analysis, as there is a known set of consistent elements which can be used in your reports.

This is a session designed to focus on Standard Fields and Reporting using SmartyGrants. It will look at how Standard Fields can help you standardise forms, edit responses and increase ease-of-assessment.

Most importantly you will also learn how to create the templates for reporting you need, we will look at how to customise both Word and Excel templates.

The session will cover:

- What are Standard Fields?
- Why should you use Standard Fields?
- How to customise your own Standard Fields?
- Standard Fields from a Reporting perspective
- Customising Templates/Reports (Word and Excel) using SmartyGrants
- Further information on new SmartyGrants features

There will be ample opportunities to ask questions or troubleshoot issues you may have.

The first half of the Masterclass will concentrate on Standard Fields.

**2pm-2.15pm**

**Afternoon Break**

2.15pm-3.30pm

The Masterclass Continues, with the focus on Reporting.

**3.30pm**

**Close**

# Conference Information

## Date and time

Conference: Monday March 23, 2015, 9am–4.30pm

Local Government Tribal Gathering: Tuesday March 24, 2015, 9am–12 noon

SmartyGrants Masterclass: Tuesday March 24, 2015, 1–3.30pm

## Venue

Rydges on Swanston ([www.eventsonswanston.com.au](http://www.eventsonswanston.com.au))

701 Swanston St, Carlton

Melways reference: Map 2B, E7

## Parking

Driving directly to the venue is not recommended, as conference organisers cannot guarantee the availability of parking near the venue. For delegates who need to drive, there are commercially operated car parks in the area and closer to Melbourne's CBD, from which you can catch a tram to the venue.

## Public transport

The venue is a 10-minute walk from Melbourne Central Station.

A number of trams run directly past the venue, stopping close by. They are tram numbers 1, 3, 3a, 5, 6, 8, 16, 64, 67 and 72. For detailed public transport information, visit <http://ptv.vic.gov.au>.

## Price

Conference only: \$475 (AIGM members: \$430)

Local Government Tribal Gathering: \$150 (AIGM Members: \$135)

SmartyGrants MasterClass: \$95

## Accommodation

Delegates requiring accommodation will receive 10% off the venue's best available rate. Please call the venue directly on 03 9347 781 and quote "Our Community AIGM Conference". Alternatively, use [www.wotif.com](http://www.wotif.com) for other accommodation nearby.

## Takeaway reference material

In line with Our Community's sustainability objectives, conference presentations will not be distributed during the conference but will instead be available via a weblink to be advised via email following the conference. This weblink will be available only to delegates.

## Bookings, cancellation and refund policy

Registrations must be paid no later than 10 working days before the event. 50% of the registration fee is refundable if notice of cancellation is received more than 10 working days before the event.

No refund is available where notice of cancellation is received less than 10 working days before the event.

Substitution of attendees is allowed, but written notice is required for all cancellations and substitutions. It is not possible to transfer registration between events.

## Commitment to access and equity

We are committed to access and equity and we will do everything in our power to meet the needs of all delegates. Alan Matic will be delighted to assist any individual or organisation who requires assistance.

Contact Alan on (03) 9320 6805 or email [alanm@ourcommunity.com.au](mailto:alanm@ourcommunity.com.au).

In order to ensure that all needs can be met, please note that we require four weeks' notice for most special needs requests.

*While every attempt will be made to deliver this conference as advertised, please be aware that sometimes events beyond our control may cause changes to the program or schedule.*

# About the Conference Organisers

This conference is an initiative of the Australian Institute of Grants Management (AIGM; [www.aigm.com.au](http://www.aigm.com.au)), the best-practice network for philanthropic, corporate and local, state and federal government grantmakers.

The AIGM works to help grantmakers review and improve their grants programs, keep abreast of best practices within Australia and internationally, and (via its website) ensure they are up-to-date on all the news and views in the sector – both locally and from around the world.

The AIGM is an enterprise of Our Community, a world-leading social enterprise that provides advice, tools and training for Australia's 600,000 community groups and schools, and practical linkages between the community sector and the general public, business and government.

As well as overseeing a number of grantmaking affinity groups, the AIGM's major offerings include:

- **SmartyGrants** – Australia's best-practice online grantmaking system, currently used by nearly 300 grantmakers of all types and sizes across the country and internationally. Visit [www.smartygrants.com.au](http://www.smartygrants.com.au) for more.
- **Grants Management Intelligence (GMI)** – Each edition of our plain language publication for AIGM members focuses on one big grantmaking issue or task, providing readers with the tools, resources and knowledge they need to tackle it.
- **Grantmaking Toolkit/Atlas** – An all-in-one decision-making framework, workbook (including policy building templates) and check-up tool designed to walk grantmakers through the process of building, reviewing or refreshing a grants program.
- **Grantmaker of the Year Award** – The AIGM's annual Grantmaker of the Year Award ([www.aigm.com.au/awards](http://www.aigm.com.au/awards)) seeks to unearth grantmakers who are driving the practice forward, to identify those leading the way, and to reward them for their innovation. The 2015 award winner will be announced at the conference.
- **Grants in Australia Survey** – The AIGM's annual survey of grantseekers and grantmakers tracks the performance of the field of grantmaking throughout Australia. The 2013–14 results can be found online: [www.ourcommunity.com.au/files/aigm/AIGMSurvey201314.pdf](http://www.ourcommunity.com.au/files/aigm/AIGMSurvey201314.pdf).
- **Grantmaking Manifesto** – including codes of practice for professional grantmakers and grantmaking organisations, online at [www.ourcommunity.com.au/files/AIGM/AIGMGrantmakingManifesto.pdf](http://www.ourcommunity.com.au/files/AIGM/AIGMGrantmakingManifesto.pdf).

**REGISTER NOW:**

[www.aigm.com.au/conference2015](http://www.aigm.com.au/conference2015)

“As a newcomer to local government it was interesting to hear that frustrations are common in this sector. Interesting to hear new innovative ideas for funding community projects.”

Grantmaking in Australia Conference attendee

# Registration

Why Not Register Online? (by credit card, cheque or EFT)

[www.aigm.com.au/conference2015](http://www.aigm.com.au/conference2015)

## Registration: Attendee One

Name	<input type="text"/>		
Job Title	<input type="text"/>		
Org	<input type="text"/>		
Address	<input type="text"/>		Post Code
Email	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Special needs (wheelchair access, dietary requirements etc)	<input type="text"/>		

Yes, I am an AIGM Member (discounted price applies)

**Grantmaking in Australia Conference**

Monday March 23, 9am–4.30pm

AIGM members: \$430 pp

Non-members: \$475 pp

Please select **two** preferred sessions

1. Your grants program – a health check    2. Higher impact grants reporting  
 3. Looking long-term – towards best-practice strategic grantmaking

**Local Government Tribal Gathering**

Tuesday March 24, 9am–12 noon

AIGM members: \$135 pp

Non-members: \$150 pp

**Masterclass: For SmartyGrants Users**

Tuesday March 24, 1pm–3.30pm

\$95 pp

**TOTAL:**

(Please transfer total to the payment page)

# Registration

Why Not Register Online? (by credit card, cheque or EFT)

[www.aigm.com.au/conference2015](http://www.aigm.com.au/conference2015)

## Registration: Attendee Two

Name	<input type="text"/>		
Job Title	<input type="text"/>		
Org	<input type="text"/>		
Address	<input type="text"/>		Post Code
Email	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Special needs (wheelchair access, dietary requirements etc)	<input type="text"/>		

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# Registration

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[www.aigm.com.au/conference2015](http://www.aigm.com.au/conference2015)

## Registration: Attendee Three

Name	<input type="text"/>		
Job Title	<input type="text"/>		
Org	<input type="text"/>		
Address	<input type="text"/>		Post Code
Email	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Special needs (wheelchair access, dietary requirements etc)	<input type="text"/>		

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Tuesday March 24, 1pm–3.30pm

\$95 pp

**TOTAL:**

(Please transfer total to the payment page)

**\*Please photocopy this form if there are more than 3 attendees from your organisation**

# Payment / Tax Invoice

## Cost

Attendee 1	\$	<input type="text"/>
Attendee 2	\$	<input type="text"/>
Attendee 3	\$	<input type="text"/>
Additional attendees	\$	<input type="text"/>
<b>TOTAL</b>	\$	<input type="text"/>

## Payment Method

- Cheque Enclosed
- Please send me an invoice
- I would like to pay by credit card – details below  
(note an online payment option is also available – [www.aim.com.au/conference2015](http://www.aim.com.au/conference2015))
- Payment made by EFT to Our Community (Westpac BSB 033 132 Account No. 146221)

## Credit Card Details

- Visa  Mastercard  AMEX

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Card Number

Expiry

<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
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**Total Amount**

Date

Name on Card

Signature

## Five Easy Ways To Register

- Online: **[www.aim.com.au/conference2015](http://www.aim.com.au/conference2015)**  
(payment can be made by credit card, cheque or EFT)
- Phone: (03) 9320 6800
- Fax form: (03) 9320 6859
- Mail form: Our Community  
PO Box 354  
North Melbourne VIC 3051
- Email: **[service@ourcommunity.com.au](mailto:service@ourcommunity.com.au)**

## Note - Tax Invoice:

Where a registration is less than \$1000 (inc GST) this document becomes a tax invoice for GST purposes upon completion of payment. Prices inclusive of GST. Our Community ABN is 24 094 608 705.

The background features a sunburst pattern of light blue rays radiating from the center, overlaid with a light blue confetti texture.

**REGISTER ONLINE:**

[www.aim.com.au/conference2015](http://www.aim.com.au/conference2015)