

AIOOP BUSINESS LUNCHEON

TUESDAY 7 APRIL 2009

ROY MICHAEL MILLER

LANGUAGE MATTERS



Roy is an expert in language and communication and has spent 20 years working as a language and communications trainer in France, Japan, India and Singapore. Roy is a word guru and lover of language speaking several foreign languages. The content of his presentation draws on his rich international experience and embraces cultural and linguistic diversity.

Why does language matter? What is it about language that matters?

Elegant people use elegant language. Roy Michael Miller will explore how we use language in daily communication and how we can use language to enhance the impact it has on those we interact with.

Roy will show us how to become better communicators because to communicate effectively it is necessary to become a master of language!

Tuesday 7th April 2009

The Duxton Hotel

No.1 St Georges Terrace, Perth

12.00 noon for 12.15pm start

Register Now!

AIOOP Members \$55.00

Non-Members \$70.00

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Tax Invoice/Receipt Form

AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS
PO BOX 311, SUBIACO WA 6904

ABN 68 004 992 527/006

TUESDAY 7 APRIL 2009

Business Luncheon 12 noon - 2.00pm

THE DUXTON HOTEL

1 St Georges Terrace, Perth

Business Luncheon \$55 per AIOF member; \$70 per non AIOF member (incl. GST)

CLOSING DATE Thursday 2 April 2009 at 12.00 noon

REGISTRATION

Bookings by fax on 9388 9291 or post to AIOF, PO Box 311, SUBIACO WA 6904 (no telephone bookings accepted)
To assist with catering *please book early*. Late registrations may be accepted if space is available, please contact the AIOF Secretariat.

ATTENDEE DETAILS

Member Name:	Company:
Address:	
Telephone:	Email:
Special Dietary Requirements:	
Non-Member Name:	Company:
Address:	
Telephone:	Email:
Special Dietary Requirements:	

PAYMENT OPTIONS

PAYMENT is required by the Closing Date. If not received by that date your registration will not be catered for. Payment must accompany any accepted late registrations.

Cheque: Please make payable to **Australian Institute of Office Professionals**, PO Box 311, Subiaco WA 6904

Credit Card: Fill out your credit card details below.

Direct Debit: Bank: ANZ, South Perth Account Name: AIOF BSB: 016-452 Account Number: 429275365
Please Note: All direct debit payments must be accompanied by an email to the Secretariat
(adminwa@aiop.com.au) advising payment date and payment description (eg SmithNovdinner)

On-line: At the WA Division Home page: www.aiop.com.au/wa and select Register for a WA Division Event.

CANCELLATIONS must be received in writing via fax or email by the AIOF Secretariat no later than 12.00 noon on **Thursday 2 April 2009**. No credits or refunds will be given to cancellations made after 12.00 noon on that date, however, substitutes are acceptable.

METHOD OF PAYMENT (please indicate in one of the boxes)	Cheque	Direct Debit	MasterCard	Visa
		**A/C details above		
Card Number:	Expiry Date:		Amount:	
Cardholder's Name:	Signature:			

***This document will be a TAX INVOICE/PAYMENT/RECEIPT for GST purposes once payment is made.
Please retain a copy for your records.***

Privacy Policy 1988 Collection Notice: AIOF is committed to protecting the privacy and security of personal information collected about you. The primary purposes of collecting the personal information you supply on your dinner registration form is to process your registration. We will also use these details to keep you informed of future events, and will not disclose this information to a third party.