

Registration form & tax invoice

South Australia Internal Audit Conference – Thursday 3 September • Adelaide

1. PROVIDE PERSONAL DETAILS – please use block letters

Title Prof Dr Mr Mrs Ms Miss Other

Family name

Given name

Postnominal CIA[®] CCSA[™] CGAP[™] CFSA[™]
CRMA[™] GradCertIA QIAL[™] Other

Position

Organisation

Address for correspondence

City/State Country Postcode

Telephone ()

Facsimile ()

Mobile

Email

Name as you wish it to appear on name badge

Please indicate your membership number
IIA Member

2. CONFIRM REGISTRATION TYPE AND FEES

Early Bird	register before or on 14 August 2026
Member	\$775
Non-Member	\$920
Standard	register after 14 August 2026
Member	\$975
Non-Member	\$1120

TOTAL REGISTRATION FEES \$

Groups – 3 or more people from the same organisation booking at the same time receive a 10% discount.

3. SPECIAL REQUIREMENTS

Dietary requirements

Please specify if you have any meal requirements. Please note that some special meals will incur an additional charge. You will be notified if this is the case for the food type you have indicated.

Special assistance

Please indicate if you have a disability or require assistance to participate fully. Please list the type of assistance you require.

NOTE: All fees are quoted in Australian dollars (AUD) inclusive of GST. This document will be a tax invoice/receipt for GST when you make payment. ABN 80 001 797 557

4. PAYMENT DETAILS

Method of payment (please choose an option)

1. Credit card via secure payment link on invoice

2. Bank transfer to the account details

Account Name: The Institute of Internal Auditors – Australia

Bank: Westpac Banking Corporation

Address: 84 King Street, Sydney NSW 2000

Branch (BSB): 032003

Account Number: 478233

Swift code: WPACAU2S

Overseas telegraphic transfer will incur AUD\$25.00 bank administration fees. The delegate is responsible for all fees associated with the transaction. To enable us to identify your payment, please ensure that your name and **South Australia Internal Audit Conference 2026** appear on the transfer. Please email a record to accounts@iaa.org.au.

Alternatively, if you are paying by credit card and don't require to be pre-invoiced, you can skip filling in the form and register and pay online by visiting the conferences page at www.iaa.org.au.



5. RETURNING FORM

Please return form and payment to

Institute of Internal Auditors – Australia
email: conferences@iia.org.au

Each delegate must complete a separate registration form

General enquiries

conferences@iia.org.au
Tel +61 2 9267 9155
www.iia.org.au

Sponsorship enquiries

anna.soo@iia.org.au
Tel +61 2 9267 9155

DEFINITIONS

The word 'event' refers to all our conferences, workshops, webinars, members meetings, professional development training courses, dinners and other networking occasions.

INVOICING, PAYMENT & REGISTRATION

If an invoice is requested for an event, payment must be received within 14 days of the invoice date. The registration for events will not be processed until full payment is received. The registration fees includes certificate of attendance, lunch and morning and afternoon tea.

CANCELLATION FEES

All cancellations must be notified in writing to IIA-Australia. No refunds will be given for non-attendance. The following cancellation fees apply:

- 14 days prior. A full refund is available
- 13 days to 7 days prior. A refund less an administration fee
- Less than 7 days prior - No refunds. Unless in the case of illness or an emergency (an administration fee will apply) or you can send a substitute delegate
- Administration fee conferences \$200
- Administration fee training courses \$100

CANCELLATION BY IIA-AUSTRALIA

We reserve the right to alter published programs, speakers and venues without prior notice. However, events are intended to be provided as advertised. Professional development training courses are subject to sufficient participant numbers. If the event has to be cancelled, you will be notified at least one week in advance of the event. Our liability is limited to a full refund of the event fee only.

No compensation will be paid for any other costs incurred by the delegate, such as travel or accommodation. For online courses, all course work / attendance must be complete by the advertised completion date of the course - No refunds or extensions will be granted.

The IIA-Australia accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control.

PRIVACY STATEMENT

I acknowledge that my or a later substitute details will be used to confirm membership status at IIA-Australia. IIA-Australia may use a third party conference service providers to process your registration. My/their name, position and organisation will be included in the Conference Delegate list and forwarded sponsors and exhibitors.

For virtual attendees, when visiting virtual exhibition booths your contact details will be made available to exhibitors. Photographs and videos may be taken at the event to be used for IIA-Australia promotional purposes. IIA-Australia will handle any personal information collected on this form in accordance with its Privacy Policy.

TRANSFERRING YOUR PLACE TO SOMEONE ELSE

If you are unable to attend an event, you can send someone else in your place provided that person meets the entry requirements of the event. Please notify us in advance so that we can update our delegate list. If the replacement delegate is not entitled to attend at the same price (for example if an IIA-Australia member sends a non-IIA-Australia member in his or her place) then the difference in fees must be paid before the event is held.

TRANSFERRING FEE TO ANOTHER EVENT

Transferring your registration to another event 15 or more days prior to the event incurs a fee of 10% of registration fees. Transferring registration to another event within 14 days prior to the event is not permitted.

LIABILITY

The IIA-Australia does not accept responsibility for anyone acting as a result of information or views expressed by speakers. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the IIA-Australia.

INTELLECTUAL PROPERTY

The Intellectual Property Rights in the events are owned by, and shall remain vested in, the IIAustralia and/or its appointed training providers.

ABN: 80 001 797 557

