

AIS MEMBERSHIP + CASUAL PRESENTATIONS.

Membership.

Our Architectural Product Presentations (APP) and Continuing Professional Development Presentations (CPD) offer an invaluable opportunity to access leading architecture and design practices across Australia. The following information outlines the cost and conditions of AIS Membership. Please take note of our Terms & Conditions.

MEMBERSHIP TYPE	GEOGRAPHIC COVERAGE	MONTHLY FEE	APP PRESENTATION FEE	CPD PRESENTATION FEE	CPD ASSESSMENT FEE
NATIONAL (3 STATES)	QLD, NSW, VIC	\$626 + GST	\$90 + GST (Up to 6 events per state per month)	\$195 + GST	2 per year at no cost
STANDARD (1 STATE)	Your choice of QLD or NSW or VIC	\$237 + GST	\$90 + GST (Up to 4 events per month)	\$195 + GST	1 per year at no cost
ASSOCIATE (1 STATE)	Your choice of QLD or NSW or VIC	\$155 + GST	\$120 + GST (Up to 2 events per month)	\$250 + GST	\$655 + GST

Casual Presentations.

Our casual Architectural Product Presentations (APP) and Continuing Professional Development Presentations (CPD) offer a flexible way to access an extensive range of leading practices across Australia with the same AIS convenience, without paying a monthly fee. The following information outlines the cost and conditions of Casual Presentations. Please take note of our Terms & Conditions.

PRESENTATION TYPE	GEOGRAPHIC COVERAGE	MONTHLY FEE	APP PRESENTATION FEE	CPD PRESENTATION FEE	CPD ASSESSMENT FEE
CASUAL	QLD, NSW, VIC, WA, ACT, SA	Nil	\$220 + GST	\$350 + GST	\$900 + GST

Casual Presentation availability.

Presentations are available in Sydney, Melbourne, Brisbane and Perth on a monthly basis.

Presentations are available in Canberra and Adelaide every 3 – 4 months.

Membership is billed monthly for the following month in advance. Presentation fees are billed monthly in arrears.

Please note that Casual Presentations can be attended in conjunction with an AIS Membership.

Should you hold an AIS Membership, Casual pricing will only apply to states not included within your Membership.

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Terms & Conditions.

MEMBERSHIP

Membership fees commence from the day your application is approved by AIS. Membership is not dependent on how many or how few events are booked, and is payable even if you do not attend an event. Membership is billed in advance.

MEMBERSHIP FEES

Membership can be cancelled with 30 days notice in writing. Telephone or other messages will not be accepted as authority to cancel. If a Membership invoice has been issued before receipt of a written cancellation, the full month's Membership as outlined on the invoice is due and payable in full and will not be refunded for part or portion of a month.

ADDITIONAL FEES

Credit card payments incur a 1% surcharge. If you would like us to organise catering for your CPD Presentation, a 10% administration fee plus delivery charges will apply.

OVERDUE ACCOUNTS

AIS reserves the right to deny access to any event should your account exceed standard trading terms.

BOOKINGS

The maximum number of events you may book in one calendar month is governed by your membership type and regulated on the AIS booking system. You must leave a minimum of 6 months between events at any one practice and 12 months if you have nothing new to show.

REPRESENTATIVES

Each event has a limit of one company representative per booking spot. Two can sometimes be accommodated but prior approval from AIS is required. Three representatives are not appropriate under any circumstances.

CANCELLATIONS

Presentations may be cancelled up until 10 business days prior to the event without cost. For appointments cancelled closer than 10 business days prior, we will try to fill the place with another supplier but if we are unable to do so the event fee will apply. Request for cancellation must be sent to your local AIS contact.

UNABLE TO ATTEND

If you do not show or are unable to attend an event at the 'last minute' the event fee still applies. We ask you to advise us of your inability to attend so that we may forward your apologies to the practice. The usual event fee applies.

LATE ARRIVAL

Admittance to an event may not be appropriate 5 minutes before the scheduled start time. If you anticipate being late please phone ahead and we will advise you if it is still appropriate to attend. The usual event fee applies.

ATTENDEE LISTS

Attendee lists will be emailed to you after an event where we have authority to do so. These lists are confidential and must not be shared with anyone outside your company. You must not use these lists for marketing email or bulk mail purposes and you must not send emails to an attendee without their express or implied permission.

WEBSITE INFORMATION

The AIS website sometimes lists individuals' personal details; this information is confidential and must not be shared with anyone outside your company. You must not use any individuals' personal details for email marketing or bulk mail purposes.

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Application.

COMPANY NAME	ACCOUNTS CONTACT NAME
YOUR NAME	ACCOUNTS EMAIL ADDRESS
EMAIL ADDRESS	PHONE
POSTAL ADDRESS	MOBILE PHONE
POSTAL ADDRESS	MEMBERSHIP START DATE

MEMBERSHIP SELECTION: (Please tick)	<input type="checkbox"/> NATIONAL	<input type="checkbox"/> STANDARD	<input type="checkbox"/> ASSOCIATE	
STATE SELECTION: (Please tick)	<input type="checkbox"/> QLD	<input type="checkbox"/> NSW	<input type="checkbox"/> VIC	<input type="checkbox"/> ALL
CASUAL PRESENTATIONS: (Please tick)	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

I agree to the Terms & Conditions set out in this document. I understand that the minimum term for Membership is 6 months and that cancellation requires 30 days notice in writing.

SIGNED BY AUTHORISED PERSON NAME DATE

PLEASE EMAIL ENTIRE APPLICATION TO ACCOUNTS@AISAUSTRALIA.COM

PAYMENT OPTIONS:

(Please tick)

- Tax Invoice will be issued for EFT or credit card* payment (Payment terms: 14 days)
- Credit card* payments: By completing the authorisation below, the card signatory is authorising Architectural Information Systems Pty Ltd (AIS) to debit the credit card with the following details. A 'PAID' Tax Invoice receipt will be issued once payment is received.

*Please note that all credit card payments incur a 1% surcharge.

CREDIT CARD TYPE CARDHOLDER NAME SIGNATURE

CARD NUMBER EXPIRY DATE DATE