

# Bookkeepers and Accountants Networking Seminar

*Melbourne – Thursday 14 August 2008*

Presented by AAT Australia

**6:00PM – 8:00PM**

Registration starts at 5:30pm

This seminar will teach you how to develop your networking skills and allow you to put these skills into practice through directed networking activities.

**Speaker – Beverley Brough, Master Networker**

## Seminar Outline

The presentation covers various aspects of networking, including:

- What is networking and the associated benefits?
- Plan networking goals and strategies
- Selecting networking groups and events to achieve business goals
- Create a memorable introduction
- Learn to listen first
- Building rapport
- Exchanging business cards
- Strategies to successfully follow up leads

## Recommended For:

This seminar is intended for bookkeepers and accountants who run their own business, or may be looking to run their own business. This event is also for anyone wanting to network with other bookkeepers, accountants and small business people.

**\* To register: Complete and return the Registration Form overleaf**

### Seminar Details

#### Fees:

\$20 (AAT Australia/NIA Member)

\$30 (Non Member)

\$25 (Early Bird – non-members register before 31 July)

#### Venue:

NIA Training Centre  
Level 6, 555 Lonsdale Street,  
Melbourne Vic 3000

Wine on the night will be proudly provided by

## Registration Form & Tax Invoice

**Networking Seminar**  
**6:00pm – 8:00pm**  
**Registration starts at 5:30pm**

**Association of Accounting Technicians Australia**  
**ABN 25 085 441 934**  
**Ph: 1800 000 961 Fax: (03) 8665 3130**

### Registration Details

To register more than one attendee, please photocopy this form.

Title	AAT/NIA Member #	Non Member <input type="checkbox"/>
First Name	Surname	
Organisation		
Postal Address	Work <input type="checkbox"/>	Home <input type="checkbox"/>
Suburb	State	Postcode
Phone #	Fax #	
Email Address		
I wish to receive confirmation by:		
<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail

### Payment Details

This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.  
Please Note – Member rate is NOT transferable to Non-Members. Attendee MUST be an AAT Australia/NIA Member to receive this rate.  
Fee includes GST.

	AAT / NIA Member	Non-Member	Early Bird (register before 31/07/08)
Networking Seminar	\$20.00	\$30.00	\$25.00

### Payment Method

<b>Credit Card</b>	<input type="checkbox"/> Please debit my credit card the sum of:	<b>\$</b>	
Card Type	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Visa
Card Number	Expiry Date		
Cardholder Name	Signature		
<b>Cheque</b>	<input type="checkbox"/> Please find enclosed my cheque for:	<b>\$</b>	

Please make cheques payable to: **Association of Accounting Technicians Australia** and mail to: AAT Australia, GPO Box 1637, Melbourne, VIC 3001.

**For further details please contact AAT Australia on 03 8665 3144 or**  
**Email: [rachael.eade@aat.org.au](mailto:rachael.eade@aat.org.au) or Fax: (03) 8665 3130**  
**For more information about AAT Australia visit [www.aat.org.au](http://www.aat.org.au)**

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**Cancellation Policy** Cancellations must be advised in writing at least 6 working days prior to the activity date. An administrative fee of 10% may be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty.