

## Disclaimer

The information and opinions presented at the professional development programs described in this program guide are those of the presenters. Presentation at a continuing education program of clinical methods, materials, techniques or approaches to business issues that arise in dental practice, do not constitute endorsement by WA Dental CPD. By registering for a WA Dental CPD course the delegate takes sole responsibility for the use of any information provided in the course.

## How Can You Contact Us?

### WA Dental CPD

Street: 54-58 Havelock Street, West Perth WA 6005

Postal: PO Box 34, West Perth WA 6872

### Bookings, Course & Payment Enquiries - ADA WA Office



(08) 9211 5600



(08) 9321 1757



[cpd@adawa.com.au](mailto:cpd@adawa.com.au)

### Other Enquiries - Dr Jenny Ball



0419 044 549



[jenny@adawa.com.au](mailto:jenny@adawa.com.au)

## Registration Information

Online registration and secure payment is available on the ADA WA website [www.adawa.com.au](http://www.adawa.com.au). Registration may also be performed via the Registration form supplied in this book or Registration forms downloaded from the ADA WA Branch website. If using paper forms, please fax or post them with credit card details or cheque made payable to **ADA WA Branch Inc.** A detailed receipt will be issued for all bookings advising you of the course name, date and CPD hours. Please retain your receipt, as **NO CERTIFICATE OF ATTENDANCE** will be issued. We accept Mastercard, Visa, Diners and Amex. GST is included in the course fee.

## Mobile Devices and Laptop Computer Policy

Some presenters may insist that mobile devices and laptop computers not be used during their lectures. This includes texting, recording and photographing any images. We demand that you respect any such requirement by presenters.

## Class Lists

Due to Privacy Legislation, class lists will not be provided to the course convenor, presenter/s and sponsors as part of any sponsorship agreement.

## Delegate Cancellation Policy

Requests for refunds must be directed to the Director of Continuing Professional Development ADA WA via [cpd@adawa.com.au](mailto:cpd@adawa.com.au).

## Hands-on Courses

A full refund will be given for cancellation of hands-on courses made at least four weeks prior to the event. A 50% refund will be given for cancellations of hands-on courses made at least two weeks prior to the event. No refund will be given for cancellations made during the two weeks prior to the event.

## Lecture Courses

A full refund will be given for cancellation of a lecture course made at least two weeks prior to the event. A 50% refund will be given for cancellations of lecture courses up to one week prior to the event. No refund will be given for cancellations made during the week prior to the course. Substitution of delegates can occur at any time at no additional cost.

## Program Cancellation

ADA WA & University of WA School of Dentistry (herein referred to as WA Dental CPD) takes all care to produce high quality program events that deliver as promised. All advertised details are correct at the time of publication. However when circumstances beyond our control prevail, WA Dental CPD reserves the right to cancel, postpone, relocate or reschedule any program. If WA Dental CPD exercises this option, WA Dental CPD will employ reasonable endeavours to notify delegates as early as possible to minimise inconvenience. WA Dental CPD will not accept any responsibility for travel and accommodation costs incurred by delegates. Where a refund is due to a delegate, a cheque or refund to a credit card for the amount paid will be issued within 30 days of notification. In the case of program postponement or rescheduling, the delegate may choose to transfer the fee from the cancelled course to a future program of equal value. In this case these terms and conditions apply.

## Dietary Requirements

WA Dental CPD will endeavour to accommodate special dietary requests. Please make these requests at the time of booking.

## Additional Fees

An additional 50% will be added to the standard course fee for non members of ADA WA (excludes UWA School of Dentistry staff, practice staff and members of other ADA branches). You **must** be an ADA or UWA staff member on the date you attend a WA Dental CPD course.

## Policy on Complimentary Attendance

From 1st January 2018 complimentary attendance at WA CPD courses will be available to:

- **Presenter**
- **Convenor**
- **Industry Representative** if paying all costs associated with the course speaker – limit of 2 with additional attendees at the discretion of the WA Dental CPD Committee.
- **Industry Representative** if partially sponsoring the course – limit of 2 with additional attendees at a direct cost associated with the event, such as catering.
- **Sponsor or Industry Representative** if providing or assisting with the course – limit of 2.
- **Affiliated Persons** if a collaborative event such as WA Dental CPD with an Affiliated Society – limit of 2.

- **Affiliated Persons** if a collaborative event such as WA Dental CPD with the UWA Dental School – limit of 2 outside of any student specific allowance detailed below.
- **Interstate or Overseas Presenter’s Partner** if a dinner/evening meeting.
- **ADAWA Country Members** – limit of 2 complimentary courses per calendar year, excluding limited attendance and dinner courses. This applies to members whose practice and principal residence is in R3 – R5 locations.
- **DCD Students** excluding limited attendance and dinner courses. Must be an ADAWA member.
- **DMD Students** excluding limited attendance courses. No access to catering.
- **UWA Dental School Graduate Diploma Students** (full time studies), excluding limited attendance and dinner courses. Must be an ADAWA member.
- **UWA Dental School Research Students** (full time studies), excluding limited attendance and dinner courses. Must be an ADAWA member.
- **ADAWA Members** completing further studies in other departments (full time studies), excluding limited attendance and dinner courses.

## How to Register for CPD Courses

There are 4 ways to register for CPD courses:

1. **Online** registration and secure payment is available on the ADA WA website [www.adawa.com.au](http://www.adawa.com.au).
2. **Single** registration form at the front of this booklet.
3. **Specific Course** registration form downloaded from the ADA WA website.
4. **Multiple Course** registration form at the back of this booklet or download from the ADA WA website.

Post, fax or email your completed form to:

WA Dental CPD  
 PO Box 34  
 West Perth WA 6872  
 +61 8 9321 1757  
 [cpd@adawa.com.au](mailto:cpd@adawa.com.au)

If paying by cheque, please make cheque payable to: **ADA WA Branch Inc**

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 PO Box 34, West Perth WA 6872  
 54-58 Havelock St, West Perth WA 6005  
 +61 8 9211 5600  +61 8 9321 1757  
 [cpd@adawa.com.au](mailto:cpd@adawa.com.au)  
[www.adawa.com.au](http://www.adawa.com.au)