



Workplace Information Session

Please FAX this booking form to Cancer Council ACT on 6257 5055. For more information contact Cancer Council ACT on 6257999

contact details

Organisation.....

ABN number.....

Industry type.....

Contact name.....

Position.....

Postal address.....postcode.....

Phone.....

Email.....

session details

Preferred date (s) for presentation or

Preferred session time

Location of presentation

No. of participants (rec max 30)

Venue description (eg lunch room, boardroom, seminar room)

Parking Instructions

audience

Indoor workers

Outdoor workers

Combination

Audience description (eg construction, telecommunication or office workers).

session equipment

The SunSmart presenter will require a data projector and laptop for the presentation. Are you able to provide?

Data projector yes no

Laptop computer yes no

Will the presenter have access to USB ports? yes no

workplace

Name of person in charge of OH&S within organisation.....

Name of OH&S officer attending this session.....

Does your workplace have a sun protection policy for outdoor employees?

- yes (please attach a copy) no

Are there any particular issues relating to sun protection in the workplace that you would like the session to address?

Has your organisation had a Sunsmart presentation before?

- yes (provide details) no

payment

A standard 1 hour SunSmart Information Session is \$350.00.

2 standard sessions \$640.00

3 standard sessions \$900.00

4 standard sessions \$1100.00

*All sessions will include question time and hand outs for participants.

Discounts may also apply for community and not for profit organisations.

*An invoice will be sent out after the session.

How did you first hear about the workplace information sessions?

I hereby agree to give Cancer Council ACT at least two (2) working days prior notice for cancellation of any bookings and understand that an administration fee of \$116.00 will be payable if such notice is not received.

Signature..... Name (please print)..... Date.....