

# Time Management ATTENDEE CONFIRMATION

For Dietary Requirements and organisation,  
please send this no later than 1 March 2019

Detail

**When:** 20 March 2019, 9am – 5pm  
**Where:** Quality Hotel NOAH'S On the Beach Cnr Shortland Esplanade & Zaara Street Newcastle, NSW 2300

**Dress code:** casual

Attendee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Organisation address (your location): \_\_\_\_\_

\_\_\_\_\_ State Postcode \_\_\_\_\_

Kellie Mills  
Gary Eaton

Contact: (m) \_\_\_\_\_ (w) \_\_\_\_\_

**Specialist  
Trainers**

Email: \_\_\_\_\_@\_\_\_\_\_

Do you have any special dietary requirements? \_\_\_\_\_ If so what are they? \_\_\_\_\_

**Do you require a Tax Invoice?** \_\_\_\_\_ **If the Tax Invoice is personal, please note below.**

If Yes, then please provide the Organisation name, address and email address:

**ph: 02 4943 9686**

fax: (02) 4920 9686  
www.millseaton.com.au  
info@millseaton.com.au

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

PO Box 13  
Charlestown  
NSW 2290

**Please complete this form and email to Gary Eaton at Mills-Eaton Training.**

Gary Eaton can be reached on:

**M 0419 810 312**

**P (02) 4943 9686**

mills-eaton training  
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**We are looking forward to seeing you at the workshop!**