

**REGISTRATION FORM**

**2022 ANZAM Doctoral Student Workshop**

**monday 5 december 2022 – 8.00am - 5.00pm**

Griffith Business School, Griffith University

Gold Coast, Queensland, Australia

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Description automatically generated with medium confidence

# Registration instructions

1. Please complete, sign, and email this registration form to Emma Nixon, Academy Manager at [anzam@anzam.org](mailto:anzam@anzam.org) **as soon as possible as numbers for the Doctoral Student Workshop are capped**. Your registration will be confirmed ONLY after payment is received.
2. If you intend tosubmit a **Research Note** and present your work at a Roundtable Session, you must **register by 30 September 2022 latest** AND submit your **written Research Note** (3-5 pages excluding references) as a separate document by **04 October 2022**. *For more information on Research Notes see the section titled Roundtable Sessions on page 4 of this document, and refer to the Research Notes Guidelines.*
3. The 2022 Doctoral Student Workshop **registration fees** are (you will be asked to choose 1 option):

**ANZAM Associate members AUD $80.00**

**Associate members already registered to attend the ANZAM Conference AUD $50.00**

**Non-members (includes 12 months’ Associate membership) AUD $184.50**

*To register to attend ANZAM Conference* on *6-7 December go to:* [*http://anzamconference.org/*](http://anzamconference.org/)

# Final check before sending

|  |  |
| --- | --- |
| This registration form is fully completed. | Yes |
| You have arranged to make payment either via credit card, OR via bank transfer. | Yes |
| You have notified us of your intention to submit a Research Note at a Roundtable Session, and you agree to submit your Note by 4 October. | Yes |

# Organisers’ contact details

**Queries regarding the Workshop including registration/payment:**

* *Emma Nixon, ANZAM Academy Manager*

[anzam@anzam.org](mailto:anzam@anzam.org) or +61 07 3138 1489

* *Victoria Lister, ANZAM Doctoral Student Representative 2022*

[victoria.lister@griffithuni.edu.au](mailto:victoria.lister@griffithuni.edu.au)

# Personal details

Q1 **Please provide your contact details.**

Title: Click or tap here to enter text.

First name: Click or tap here to enter text.

Last name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Q2 **Please provide your next of kin contact details *(in case of an emergency).***

Name of emergency contact: Click or tap here to enter text.

Relationship to you: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Q3 **Do you have any special dietary requirements? *(e.g. gluten free, nut allergies)***

Yes *(please specify)*: Click or tap here to enter text.

No

# Affiliation

Q4 **Please provide your organisational affiliation(s).**

University/Organisation: Click or tap here to enter text.

Department: Click or tap here to enter text.

City/Country: Click or tap here to enter text.

Q5 **Are you currently studying at a university?**

Yes  No *(please specify your occupation)*: Click or tap here to enter text.

Q6 **If you are a student, please indicate your current enrolment status**.

Pre-confirmation PhD student  Post-confirmation PhD student

Masters student  Honours student

Other *(please specify)*: Click or tap here to enter text.

*Note: Confirmation means that you have been confirmed as a PhD candidate.*

# Doctoral Student Workshop sessions

## Roundtable Research Notes sessions

The Roundtable Sessions are an opportunity for you to present and discuss your work (Research Note) in an informal setting with other students working in similar areas. You will receive written and verbal feedback from senior academics. To participate, you MUST have registered by 30 September 2022 and submitted your Research Note (a piece of original, written work) by 4 October 2022. NO late submissions will be accepted. Your submission will be placed in a stream of similar work and circulated in advance to the students and academic(s) who will be at your table.

On the day of the Workshop you will have about 5 minutes to present your work, and then another 10-15 minutes in which to engage in a discussion led by the academic(s) at your table. You will receive written feedback either before the Workshop or at the table during the discussion.

**The submission guidelines and pre-formatted template document are available online**: [Research Note Guidelines](http://anzam2017.com/doctoral-workshop/). During the Roundtable discussion, you should be prepared to discuss your work, including:

* What you are researching
* How you plan to conduct the research
* How the research adds to the field
* Why the research is important.

If you wish to present and discuss your work at a Roundtable Session, you must register and submit your completed Registration Form by **30 September 2022** via email to the **ANZAM Academy Manager at** [anzam@anzam.org](mailto:anzam@anzam.org). Your Research Note must be submitted to the same address by **04 October 2022**.

There will be a concurrent session for those who do not wish to submit a Research Note.

Q7 **Do you wish to present and discuss your research at a Roundtable Session?**

Yes  No

# Fees

# *Continue over page for fee details.*

# Doctoral Student Workshop fees

Choose the option that describes you:

**ANZAM Associate members AUD $80.00**

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# Terms and conditions

Please note the following terms and conditions for the Doctoral Student Workshop:

1. The Workshop program is subject to change without notice.

2. If you are submitting a Research Note, late registrations and submissions will not be accepted.

3. Registration is confirmed only once payment is received.

4. **If you are unable to attend after you have registered, you agree to contact us as soon as possible.**

5. If you need to cancel your registration, to receive a full refund of your Workshop fee you must do so **no later than 14 November 2022**.

6. Photos may be taken during the event for ANZAM promotional purposes. Let us know on the day if you do not wish to be photographed.

7. ANZAM gives no guarantee as to the quality or otherwise of third-party services.

# Payment details

*Continue over page for payment details.*

**Option 1: Payment by credit card**

Yes  No

Credit card authority:  Visa  Mastercard

Card holder’s name: Click or tap here to enter text.

Card number: Click or tap here to enter text.

Expiry date Click or tap here to enter text.

CCV (on back of card): Click or tap here to enter text.

*All credit card information will be destroyed once the payment has been processed.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require a receipt to be sent to your listed email address?

Yes  No

**Option 2: Payment by bank transfer**

Yes  No

If paying by bank transfer, ensure you **include your name as the reference so we can identify your payment**.

*Account Name* Australian and New Zealand Academy of Management Limited

*Bank* National Australia Bank

*BSB* 084-004

*Account Number* 181315617

*SWIFT Code* NATAAU3303M *(Only required for transfers from outside Australia.)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require a receipt to be sent to your listed email address?

Yes  No

**Complete, sign and email this registration form to Emma Nixon, Academy Manager at** [anzam@anzam.org](mailto:anzam@anzam.org)**. Thank you.**