



DELEGATE REGISTRATION

TAX INVOICE: ABN 60 738 234 769

Please note that it is essential for all participants including invited speakers, delegates, presenters and accompanying persons to send in a completed registration form together with payment of registration fees. Please keep a copy of this registration form for your GST records.

PERSONAL INFORMATION

First Name.....

Family Name.....

Preferred Name for Badge.....

Position.....

Division/Department.....

Organisation.....

Address.....

Suburb/City.....

State Postcode Country.....

Telephone..... Fax..... Mobile

Email

Student ID Number.....

Special Needs or Dietary Requirements.....

WANDA HENRY PRIZE - Please confirm you are a student and wish to have your paper assessed

YOUR ROLE AT THE CONFERENCE (please circle)

- Delegate
- Presenter
- Sponsor
- Exhibitor
- Committee

ACCOMPANYING PERSON

Accompanying persons are spouses and partners of registered delegates. Accompanying Persons must register as an 'Accompanying Person' on a Delegate's Registration Form and pay the applicable social ticket fee if attending any social functions.

Name.....

PRIVACY ACT

Before your name, organisation and state/country details can be published in the list of the conference delegates for distribution to fellow delegates or any other party, you must give your consent. If you DO NOT wish to have your name and details included in the Delegate List please indicate. **PRIVACY ACT YES / NO**

ACCOMMODATION

Several categories of accommodation have been secured at highly competitive rates for delegates. A deposit of the first night's room fee must be included in your registration. Accommodation cannot be booked unless a deposit is received. A Tax Invoice will be issued by the hotel upon check-out.

CANCELLATION POLICY Any change to a reservation must be notified in writing to the Conference Secretariat, CLEMS and not directly to the hotel. Unless cancellation notification is received in writing 30 days prior to arrival, the deposit will be forfeited in all instances as per Hotel Policy.

- Grand Mecure Hotel on Swanston Street, Melbourne** (5 min walk to conference venue)
- Executive Queen Room – single/double (room only) \$145.00
- Executive Queen Room – single/double (includes breakfast) \$160.00
- Mecure Hotel Welcome (10 min walk to conference venue)**
- Standard Queen Room – single/double (room only) \$112.00
- Standard Queen Room – single/double (includes breakfast) \$124.00

Arrival date Departure Date..... No. Nights.....

Sharing with



REGISTRATION DETAILS (please circle registration category)

ACOFT & AOS - 10 to 13 July
 ACOFT only - 10 to 12 July (2.5 days)
 AOS only - 12 July (afternoon & evening poster session) and 13 July (full day)

Category	Early Bird paid before 29 May 2006	Standard paid after 29 May 2006
Full Delegate ACOFT & AOS	\$600.00	\$700.00
Full Delegate ACOFT	\$500.00	\$600.00
Student ACOFT & AOS	\$400.00	\$500.00
Student ACOFT	\$350.00	\$450.00
Day ACOFT & AOS	\$250.00	\$270.00
AOS ONLY REGISTRATION		
AOS member	\$250.00	\$300.00
AOS non-member joining	\$300.00	\$350.00
AOS student	\$150.00	\$150.00
SOCIAL TICKETS		
Welcome Reception Ticket	\$45.00	\$45.00
Conference Dinner Ticket	\$85.00	\$85.00

PAYMENT DETAILS

Registration Category (Note: Full Registration includes Welcome & Dinner Tickets) \$.....
 Welcome Reception Ticket No. of tickets..... \$.....
 Conference Dinner Ticket No. of tickets..... \$.....
 Accommodation Payment \$.....
TOTAL PAYMENT: \$.....

PAYMENT METHODS

Full payment must accompany your registration. Payment may be made by Visa, Mastercard, AMEX or cheque. All prices quoted include GST. Please make your cheques payable to ACOFT and send to CLEMS, Suite 5, 250 Gore Street, Fitzroy Vic 3065

Please circle • Visa • Mastercard • AMEX • Cheque

Cardholder Name.....
 Card Number
 Expiry Date.....Cardholder's Signature
 Total Amount AUD\$.....

CANCELLATION AND REFUND POLICY

Cancellations must be notified in writing to the Conference Secretariat, CLEMS by email acoft2006@clems.com.au. Cancellations before **29 May 2006 will incur a A\$100.00 cancellation fee**. Cancellations after 29 May 2006 cannot be accepted, however transfer of registration to another person will be accepted. All refunds will be paid at the conclusion of the conference.

ALL ENQUIRIES TO CONFERENCE SECRETARIAT:

CLEMS (Conference Links & Event Management Services), Suite 5, 250 Gore Street, Fitzroy Vic 3065
 Tel: 03 9439 3855 Fax: 03 9431 5167 Email: acoft2006@clems.com.au



REGISTRATION ENTITLEMENTS

Full Delegate ACOFT & AOS / Full Delegate ACOFT / Student ACOFT & AOS/Student ACOFT

- Attendance at all conference sessions and trade exhibition
- Attendance at the Welcome Reception
- Morning and afternoon teas on conference days
- Attendance at the Conference Dinner
- Delegate satchel, conference program and CD-Rom

ACOFT & AOS day registration

- Attendance at all conference sessions and trade exhibition on registered day
- Morning and afternoon teas on registered day
- Conference program and CD-Rom

AOS member/non-member / student registration

- Attendance at all sessions
- Morning and afternoon tea
- Delegate satchel, conference program and CD-Rom

STUDENT REGISTRATION

A student is defined as a holder of a student identification card from a recognised tertiary or secondary educational institution or international student card. Students must be studying full time to qualify for the discounted rate. Your student identification number is required when you submit your registration form. Without this information, the full registration fee will be charged

SOCIAL PROGRAM

The Welcome Reception and Conference Dinner **are included** in the registration fee for full delegate of ACOFT/AOS. If you require additional tickets, please indicate when completing your registration form. Welcome Reception Ticket - \$45.00 per person and Conference Dinner Ticket - \$85.00 per person

ACKNOWLEDGEMENTS

Your registration and payment will be acknowledged in writing with confirmation of your requirements according to your registration form. Your registration will not be processed or confirmed if payment does not accompany your form. The registration form is an approved Tax Invoice by the Australian Tax Office.

VISAS

International visitors to Australia require a visa or an electronic travel authority. It is the responsibility of individual delegates to ensure documentation is correct and complete before your journey is commenced. Information on obtaining visas or electronic travel authorities can be found on the website www.immi.gov.au/eta/index.htm.

INSURANCE

Participants carry their own risk for personal injury or loss of property, including baggage, during the conference. We strongly recommend that, at the time of booking your travel and tours, you take out a travel insurance policy. This policy should take into account loss of deposit through cancellation, medical insurance, loss or damage to personal property, and financial loss incurred through disruption to accommodation or travel arrangements due to business failures, strikes, or other industrial action. The organisers are in no way responsible for any claims concerning insurance.

DISCLAIMERS

The ACOFT & AOS 2006 Conference Committee including the Conference Organisers, will not accept liability for damages of any nature sustained by participants or their accompanying persons or loss or damage to their personal property as a result of the conference or related events.