

## REGISTRATION FORM

TAX INVOICE

ABN: 93 835 779 670

ALL PRICES INCLUDE GST

*Please read:*

- Return completed form with accompanying payment to:  
On Q Conference Support, PO Box 3711 WESTON CREEK ACT 2608 or fax to 02 6161 4719
- A separate form must be used for each delegate.
- Delegates may also REGISTER ONLINE by accessing the website [www.abcon.biz/aiam09.htm](http://www.abcon.biz/aiam09.htm)
- By submitting your registration you agree to the terms and conditions of the accommodation and standard cancellation policies.
- Please contact On Q Conference Support, Email: [conference@aiam.com.au](mailto:conference@aiam.com.au), or telephone 02 6288 3998 if you have any problems.

### SECTION 1: PERSONAL DETAILS

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_ Gender: o M o F

Position: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_ o Work o Home

Telephone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred name for lapel badge: \_\_\_\_\_

I am presenting at the Conference

#### Delegate List Consent

Your organisation and email details as given in this form (and any subsequent amendment) will be included in the Delegate List produced for the Conference which will be supplied to organising bodies, sponsors, exhibitors and all delegates attending the Conference.

Please tick if you *do not* consent to inclusion of your details on the Delegate List.

### SECTION 2: SPECIAL REQUIREMENTS

Dietary: \_\_\_\_\_ Mobility: \_\_\_\_\_

### SECTION 3: REGISTRATION FEES

- All Registrants will receive a copy of Conference Proceedings valued at \$55 in delegate satchels.
- Standard, and Corporate Conference registrations include catering (except lunch on Friday), the Welcome function and the Conference Dinner.
- Day registration includes catering for the day but does not include the Welcome Function or the Conference Dinner. If Day delegates wish to attend either of these functions, please indicate by ticking boxes in Section 4: Social Functions over the page and include payment with registration.
- Exhibitors should use the Exhibition Registration form contained within the Prospectus.

| CONFERENCE RATES   | Rate                           | Daily Rate   |
|--|--------------------------------|--|
| Fees are stated in AUD\$ and are inclusive of GST.<br>If registering for the day, Please indicate days of attendance by ticking boxes.                   |                                | <input type="checkbox"/> 14th <input type="checkbox"/> 15th<br><input type="checkbox"/> 16th |
| AIAM Member Standard registration  | <input type="checkbox"/> \$680 | <input type="checkbox"/> \$240   |
| Non Member Standard registration   | <input type="checkbox"/> \$715 | <input type="checkbox"/> \$260   |
| Corporate registration<br>5+delegates registering from same organisation provided all are members of AIAM. Please provide a separate sheet if necessary. | <input type="checkbox"/> \$655 | <input type="checkbox"/> \$225   |
| Presenter registration   | <input type="checkbox"/> \$490 |  |
|  | New member                     | Renewal  |
| I wish to join/renew AIAM (\$20 + \$10 joining fee)<br>Please register at the member rate if you elect to join/renew now.                                | <input type="checkbox"/> \$30  | <input type="checkbox"/> \$20  |
| AIAM TRAINING DAY - Tuesday 13 October 2009  |                                | Pls express interest<br>- COST TBA SOON  |

Total AUD \$ \_\_\_\_\_

### SECTION 4: SOCIAL FUNCTIONS

Please read the registration entitlements in Section 3: Registrations. One ticket to the Welcome function and the Conference Dinner is included in your registration (except for Day registrations). However, you must indicate if you will be attending the function by ticking the appropriate box below. If you do not indicate attendance, no ticket will be issued for you. All registrants must pay to attend the Wednesday night casual function.

- 'A Grand Victorian Welcome', Tuesday 13 October 2009 : 6.00pm - 7.30pm in the exhibit of the Holiday Inn Esplanade.  
 This function will be light nibbles and drinks only.  
 YES, I will be attending the Welcome function (cost included in all registrations except Day only)  
 I would like to buy \_\_\_ additional tickets @ \$25 per person Total AUD \$ \_\_\_\_\_
- Casual Dinner night, Wednesday 14 October 2009 : 6.00pm Function is not yet firmed up but is sure to be an entertaining night. Information will be provided to delegates on confirmation and uploaded to the website as it becomes available.  
 I would like to buy \_\_\_ tickets @ \$50 per person Total AUD \$ \_\_\_\_\_
- AIAM Conference Dinner, Thursday 15 October 2009 : 7.00pm for 7.30pm (In the Mercure Hotel, Geelong). Three course meal, drinks and entertainment.  
 YES, I will be attending the Conference Dinner (cost included in all registrations except Day only)  
 I would like to buy \_\_\_ additional tickets @ \$85 per person Total AUD \$ \_\_\_\_\_

### SECTION 5: ACCOMMODATION Please ensure you read the Accommodation Refund/Cancellation Policy

Please indicate your hotel preference by placing 1 and 2 on the lines provided. Every effort will be made to arrange for your first preference. If you should prefer accommodation other than that listed below, please don't hesitate to call On Q Conference Support on 02 6288 3998.

Date In: \_\_\_\_\_ ETA: \_\_\_\_\_ Date Out: \_\_\_\_\_  Smoking  Non-Smoking

I will be accompanied by, or have arranged to share with: \_\_\_\_\_

|  | Room Type      |                        | Cost per night | Preference |
|--|----------------|------------------------|----------------|------------|
| Mercure Hotel, Geelong<br><i>Gheringhap St, Geelong Vic 3220</i> | Standard Queen | Single / Double / Twin | \$135.00       | _____      |
|  | Standard Queen | Triple Share           | \$165.00       | _____      |

- Please include breakfast with my room booking - \$19.00 per person per day.  
 I will be sharing with \_\_\_\_\_

Please note that bookings will only be accepted if a deposit (of 1 night's stay minimum) is paid **OR** you confirm that you will pay the full amount of the hotel booking with this registration. Any outstanding balance and incidentals are then to be fixed with the hotel upon check out.

Please fill in the following: Total AUD \$ \_\_\_\_\_

- I will be paying for \_\_\_ night(s) and will settle any outstanding balance and incidentals with the hotel.  
 Please forward my credit card details onto the hotel as a holding deposit.

**ACCOMMODATION REFUND/CANCELLATION:** Any cancellations of accommodation must be made in writing to the Conference Manager thirty days prior to the Conference (Friday 12 September 2009). Any cancellation made after this date, will be accepted, however the deposit paid may not be refunded in all instances. This is hotel policy. Please note that if you provide credit card details and cancel after the 12 September, the hotel is also entitled to deduct one night's accommodation in lieu.

### SECTION 6: PAYMENT SUMMARY

#### TAX INVOICE

ABN: 93 835 779 670

Registration Fees: AUD\$ \_\_\_\_\_  
 Social Functions: AUD\$ \_\_\_\_\_  
 Accommodation: AUD\$ \_\_\_\_\_  
**GRAND TOTAL TO PAY:** AUD\$ \_\_\_\_\_

Payment:

- Enclosed is my cheque (made payable to On Q Conference Support)  
 I am faxing my requirements, payment will follow by mail.  
 Direct Deposit (EFT) to account details below. Please provide faxed confirmation of the deposit:

Account Details: BSB: 06 2912 Account No: 1015 3163

Name: On Q Conference Support

Date of direct deposit: \_\_\_ / \_\_\_ / \_\_\_

Reference Code: \_\_\_\_\_

- Please charge my credit card. Is this a corporate card?  Yes  No

Type of card:  AMEX  VISA  BC  MC  DINERS

Number on card: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date: \_\_\_ / \_\_\_

Name of cardholder: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_



For more information please contact:

On Q Conference Support | PO Box 3711 Weston Creek ACT 2611 | t: 02 6288 3998 | f: 02 6161 4719 | e: [conference@aiam.com.au](mailto:conference@aiam.com.au)