



**IFSO-APC OSSANZ Conference 2009, 25 – 27 March Hilton Cairns, QLD  
CONFERENCE REGISTRATION FORM**

**TAX INVOICE**

OSSANZ ABN 51 632 0888 036

Date: \_\_ / \_\_ / \_\_\_\_

This form allows you to register to attend the IFSO-APC OSSANZ Conference 2009.

Please print in block letters and keep a photocopy for your record. One form per person please.

*Note that all prices quoted are in Australian dollars (AUD) and inclusive of Goods and Services Tax (GST)\*. \*Please note that GST of the accommodation deposit will be included in the final balance of accommodation paid on check out.*

By completing this registration form you have read, understood and agree to both cancellation policies and the privacy statement as stated on the form and on the website.

For further information regarding this registration please contact the Conference Organisers on:

Conference Office: *Think Business Events*

Email: [ossanz@thinkbusinessevents.com.au](mailto:ossanz@thinkbusinessevents.com.au)

Ph: +61 2 8251 0045 Fax: +61 2 8251 0097

The **preferred method** of registration is **via the web** at: [www.ossanzconference.com.au](http://www.ossanzconference.com.au) otherwise, please complete this form.

**Contact Details**

Mr / Ms / Mrs / Miss / Dr / Professor / Other (please specify): \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Organisation \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Suburb/Town \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postcode \_\_\_\_\_

Bus Telephone \_\_\_\_\_ Bus Fax \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

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

**Conference Registration (\$AUD inc GST)**

<b>Registration Type</b>	<b>Fee \$AUD (please select)</b>	<b>Total</b>
Member Registration	<input type="checkbox"/> AUD \$655	
Non Member Registration	<input type="checkbox"/> AUD \$795	
Associate Registration	<input type="checkbox"/> AUD \$495	
Student Registration	<input type="checkbox"/> AUD \$355	
	<b>TOTAL:</b>	

## Social Events

### Inclusive Social Functions

Refer to the Social section at [www.ossanzconference.com.au](http://www.ossanzconference.com.au) for full details.

The following social functions are included in the cost of the Conference registration fee. For catering purposes, please indicate if attending:

#### Welcome Reception (sponsored by Allergan)

Wednesday 25 March 2009

Venue: Mondo Gardens, Hilton Cairns

I will be attending	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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#### Informal Dinner (sponsored by Johnson & Johnson)

Thursday 26 March 2009

Venue: Poolside, Sofitel Cairns

I will be attending	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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#### Conference Dinner

Friday 27 March 2009

Venue: Ballroom, Cairns International Hotel

I will be attending	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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#### Additional Tickets

Please indicate if you would like to purchase tickets to have partners or guests attend.

Function	Ticket price	Guest names	Number of Tickets	Cost
Welcome Reception – Wed 25 March	\$45			
Informal Dinner- Thurs 26 March	\$90			
Conference Dinner – Fri 27 March	\$110			
TOTAL				

#### Dietary Requirements

Please indicate special dietary requirements that are not catered for in standard buffet selections.

Vegetarian <input type="checkbox"/>	Vegan <input type="checkbox"/>	Gluten Free <input type="checkbox"/>	Halal <input type="checkbox"/>	Kosher <input type="checkbox"/>
Allergy to:				

#### Guest

Vegetarian <input type="checkbox"/>	Vegan <input type="checkbox"/>	Gluten Free <input type="checkbox"/>	Halal <input type="checkbox"/>	Kosher <input type="checkbox"/>
Allergy to:				

## Accommodation

The Conference Office has secured competitive rates at *Hilton Cairns & The Sebel Harbour Lights* to provide a comfortable and enjoyable stay for delegates. Rooms can be booked through the Conference office up until Friday 20 February 2009. After Friday 20 February 2009 bookings are subject to availability & must be made directly with the venues.

#### Accommodation Conditions:

To secure a hotel accommodation booking, a deposit of one night's tariff is required, which must accompany the registration form. Upon check out of the hotel, delegates must settle the balance of their account.

The rates per room per night are inclusive of GST. However, the GST will be on charged by the hotel, as we will forward this deposit to the hotel on your behalf.

Room rates do not include breakfast (unless stated otherwise) for the number indicated by the occupancy.

#### Refund/Cancellation

The deposit for the first night is non refundable if the reservation is cancelled on or after Friday 20 February 2009.

**PLEASE NOTE:** 15 – 0 days prior to your arrival date, all rooms cancelled will incur 100% cancellation fee of all rooms cancelled for each night cancelled. Any no shows will be charged at the full accommodation rate for the duration of the booking.

**Change of booking:** Prior to Friday 20 February, changes to bookings must be forwarded in writing to the Conference Office.

Please select preferred room

Hotel	Room Type	Room Rate - The rates below are per room per night
<b>Hilton</b> Conference Venue 34 Esplanade Cairns, QLD 4870	Hilton Guest – City View (1 King Bed or 2 double beds)	<input type="checkbox"/> \$195.00
	Hilton Deluxe – Water View (1 King Bed or 2 Double Beds)	<input type="checkbox"/> \$225.00
	Hilton Spa Room (1 King Bed or 2 Double Beds)	<input type="checkbox"/> \$265.00
	Hilton Executive Floor Room (1 King Bed or 2 Double Beds)	<input type="checkbox"/> \$280.00 (includes breakfast & access to the executive lounge)
	Hilton Executive Spa Suite (1 King Bed)	<input type="checkbox"/> \$475.00 00 (includes breakfast & access to the executive lounge)
	Hilton Premier Suite (1 King Bed)	<input type="checkbox"/> \$725.00 (includes breakfast & access to the executive lounge)
The Sebel Harbour Lights 1 Marlin Parade Cairns, QLD 4870	1 Bedroom Trinity Suite (1 king bed or 1 Queen bed)	<input type="checkbox"/> \$195.00
	2 Bedroom Trinity Suite (1 King Bed and 1 Queen bed or 2 Queen beds)	<input type="checkbox"/> \$245.00
<b>Accommodation Total:</b>		

NB: If greater occupancy per room is required than stated above, additional fees may apply. Please forward written requests to the conference office.

Arrival Date: / 03 /2009	Arrival Time (check in 2.00pm onwards):
Departure Date: / 03 /2009 (check out approximately 10:00am)	

If you require rooms prior to Wednesday 25 March, or after Friday 27 March 2009, please indicate in the arrival dates above. Rooms prior to or after these dates are subject to availability.

**Early Arrival:** Check in is from **2pm**. If you wish to check in earlier, additional charges may apply. Depending on requested check in time prior to 2pm an additional day's charge may apply. Please indicate here if you wish to check in prior to 2pm. I wish to check in on \_\_/ \_\_/\_\_ at \_\_ hours.

**Late Arrival:** If you will be arriving after 6pm, please notify the Conference Office. Failure to advise late arrival may result in your room being released.

**Accommodation Requirements**

Any Special Requirements \_\_\_\_\_  
 I have arranged to share with \_\_\_\_\_

- No I do not need accommodation booked for me, as I have made other accommodation arrangements. I am staying with
- Friends/family (name of hotel) \_\_\_\_\_
- live locally \_\_\_\_\_

## Payment Summary

All payments must be made in Australian dollars only and must include the GST component. Charges paid by credit card will appear as 'Think Business Events' on your credit card statement.

Please transfer all sub totals from the sections above and check your calculations carefully.

Conference Registration	AUD\$
Additional Social Function Tickets	AUD\$
Accommodation*	AUD\$
<b>GRAND TOTAL</b> <i>Includes 10% GST except for the accommodation deposit. GST for this component will be included in the final balance of accommodation paid on check out.</i>	AUD\$

### Method of Payment:

Cheque    Bank Draft (Cheques/bank drafts payable in AUD\$ to "OSSANZ")

Credit Card:  MasterCard    Visa    Diners Card    AMEX

Cardholder's Name: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Card No.: \_\_\_\_\_

Signature: \_\_\_\_\_

\*All amounts in this brochure are in Australian dollars (AUD\$) and include 10% Goods and Services Tax (GST). Please note that GST of the accommodation deposit will be included in the final balance of accommodation paid on check out.

### Privacy Statement

IFSO-APC OSSANZ Conference 2009 (the conference) is bound by, and committed to supporting, the National Privacy Principles (NPPs) set out in the Privacy Amendment (Private Sector) Act 2000.

The Conference will collect and store information you provide in this Registration Form for the purposes of enabling us to register your attendance at the Conference, to assist with administrative and planning purposes and for future planning and development of the Conference and other events, to facilitate your requirements in relation to the Conference and to allow the compilation and analysis of statistics relevant to the Conference.

The information that you provide in the Registration form and information provided at any other time during the Conference, including without limitation any feedback obtained during the Conference, will be used by the Conference to offer, provide and continue to improve its Conferences and other services. The Conference may disclose some of the information that is collected in the Registration Form such as your name, organisation and its location and your email address to other Conference delegates and (unless you object in writing to us) to Conference sponsors and exhibitors for marketing purposes.

The Conference will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the Conference or where such purpose is permitted or required by law.

### Cancellation Statement

Cancellations received in writing at the Conference Office by Friday 20 February 2009 will be accepted and all fees refunded less an AUD\$100 administrative fee. Cancellations received after this date cannot be accepted and will not be refunded, however transfer of your registration to another person is acceptable. The full name and details of the person that will replace you must be advised in writing to the Conference Office prior to the Conference. No refunds will be made for non-attendance at the Conference.

### Please complete and return this form to:

IFSO-APC OSSANZ Conference 2009  
Conference Office - Think Business Events  
Email: [ossanz@thinkbusinessevents.com.au](mailto:ossanz@thinkbusinessevents.com.au)  
Address: Suite 6, 19 – 23 Hoddle St,  
Richmond VIC 3121  
For enquiries, please call Sydney Conference Office (02) 8251 0045