

INAUGURAL CONFERENCE FOR
OT AUSTRALIA NSW-ACT 2009
 Initiate | Participate | Achieve
 12-13 November, Sydney Convention & Exhibition Centre



**OT AUSTRALIA NSW-ACT
 Conference 2009**

REGISTRATION FORM

(NB. The preferred method of registration is online at www.otnswact.com.au)

TAX INVOICE

Date: ___ / ___ / ___

Australian Association of Occupational Therapists Inc. ABN: 91 048 855 443

This form allows you to register to attend the OT Australia NSW-ACT 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), except for 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 Office:

Think Business Events

Email: otnswact@thinkbusinessevents.com.au

Ph: +61 2 8251 0045

Fax: +61 2 8251 0097

Contact Details

Mr / Ms / Mrs / Miss / Dr / Professor / Associate Professor /Other (please specify): _____

Surname _____ First Name _____

Organisation _____

Position _____

Address _____

Suburb/Town _____

State _____ Country _____ Zip/Postcode _____

Bus Telephone _____ Bus Fax _____

Mobile Telephone _____ Home Telephone _____

Email: _____

Conference Registration (\$AUD inc GST)

Registration Type	Standard Rate (after 16 September)	Membership number / ID
OT AUS Member [^]	<input type="checkbox"/> AUD\$575	
Non Member	<input type="checkbox"/> AUD\$725	
Member [^] Day Registration <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> AUD\$350	
Non Member Day Registration <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> AUD\$435	
Student* Member	<input type="checkbox"/> AUD\$195	
Student* Non Member	<input type="checkbox"/> AUD\$295	
TOTAL:		

To qualify for early bird registration, registration fees must be received by the published date. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

[^]To qualify for the Member Rate, you will need to be a member of OT AUSTRALIA. Your membership status will be verified with the relevant association. To become a member, go to <http://www.otnswact.com.au/registration.php> and follow the links to the relevant OT state website.

*A limited number of sponsored places for students are available – so get in early, otherwise it is full price. This discounted rate applies to students who are yet to qualify as an OT.

Please note: Morning Tea, Afternoon Tea & Lunch will be provided on Thursday 12th November. Morning Tea and Afternoon Tea only will be provided on Friday 13th November.

Social program - Inclusive

Refer to the Social section at www.otnswact.com.au for full details

Inclusive Social Function

Welcome Reception

The Welcome Reception is **included** in the cost of the Conference Registration fee. For catering purposes, please indicate if attending:

Thursday 12th November 2009
Sydney Convention & Exhibition Centre, 5 – 6pm

I will be attending	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Additional Tickets for the Welcome Reception

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

Tickets @ \$AUD\$45	Number of Tickets	Total Cost
Guests Names		

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"/>	Orthodox Kosher <input type="checkbox"/>
Allergy to:				

Guest:

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

Additional Social Function

Conference Dinner (two course dinner, excluding beverages)

The Conference Dinner is not included in the cost of the Conference Registration fee. Please indicate if you would like to purchase tickets for yourself and partners/guests to attend.

Thursday 12th November 2009 (after the Welcome Reception)
'South Steyne' Ship, 7pm - late

Tickets @ \$AUD\$55	Number of Tickets	Total Cost
Guests Names		

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"/>	Orthodox Kosher <input type="checkbox"/>
Allergy to:				

Guest:

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

Accommodation

The Conference Office has selected hotels and apartments in Sydney, at competitive rates, to suit a range of budgets and preferences. These are easily accessible to the conference venue, and provide a comfortable and OT Australia NSW-ACT Conference 2009, 12 – 13 November 2009, Sydney Convention & Exhibition Centre

enjoyable stay for delegates in the Sydney Central Business District. From Friday 9th October, all accommodation bookings must be made directly with the accommodation venues.

Please visit <http://www.otnswact.com.au/accommodation.php> for accommodation details.

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 9th October 2009. If cancelled prior to 9th October 2009, a \$25 cancellation fee is applicable.

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 9th October, changes to bookings must be forwarded in writing to the Conference Office.

Accommodation to be booked directly with hotel

Please mark your preferences in the order form – up to three preferences.

Hotel/Apartment	Room Type	Room only rate
Hotel Ibis on Darling Harbour 70 Murray St, Pyrmont 02 9563 0888 10 minute walk	Pyrmont View Queen Room (one double bed)	<input type="checkbox"/> \$159.00
	Pyrmont View Twin Room (two single beds)	<input type="checkbox"/> \$159.00
	Harbour View Queen Room (one double bed)	<input type="checkbox"/> \$189.00
	Harbour View Twin room (two single beds)	<input type="checkbox"/> \$189.00
Oaks Goldsbrough Apartments 243 Pyrmont St, Darling Harbour 1800 996 922 3 minute walk	Studio Apartment <input type="checkbox"/> two single beds <input type="checkbox"/> one king bed	<input type="checkbox"/> \$165.00
	One Bedroom Apartment (one queen bed)	<input type="checkbox"/> \$185.00
	Two Bedroom Apartment (one queen bed and two single beds)	<input type="checkbox"/> \$293.00

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: / 11 /2009	Arrival Time (check in 3.00pm onwards):
Departure Date: / 11 /2009 (check out approximately 10:00am)	

If you require rooms prior to Wednesday 11 November, or after Friday 13 November 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 **3pm**. If you wish to check in earlier, additional charges may apply. Depending on requested check in time prior to 3pm an additional day's charge may apply. Please indicate here if you wish to check in prior to 3pm. 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 live locally Staying at another hotel _____

Payment Summary

All payments must be made in Australian dollars only and must include the GST component. Please transfer all sub totals from the sections above and check your calculations carefully.

Conference Registration	AUD\$
Additional Social Function Tickets	AUD\$
TOTAL:	AUD\$

Method of Payment:

- Cheque Bank Draft (payable in AUD\$ to 'Think Business Events ATF NSW OT')
- Credit Card: MasterCard Visa AMEX Diners Club
- 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).

Privacy Statement

OT Australia NSW-ACT 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 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 9th October 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.

- No, I do not want my details distributed to sponsors

How did you find out about the conference?

- Colleague told me Direct email notification Journal advertisement Newspaper advertisement
 Received information in the mail Website search Workplace notice board

Please complete and return this form to:

OT Australia NSW-ACT Conference 2009
 Conference Office - Think Business Events
 Address: Suite 6, 23 Hoddle Street, Richmond VIC 3121

For more information contact:
 Conference Office - Think Business Events
 Email: otnswact@thinkbusinessevents.com.au
 Ph: +61 2 8251 0045
 Fax: +61 2 8251 0097
 Website: www.otnswact.com.au