

# Older Workers & Work Ability Conference

hosted by

 MONASH University

12th – 13th  
December 2011

Rendezvous Hotel Melbourne, VIC

## CONFERENCE REGISTRATION FORM

The preferred method of registration is via the web at [owwac.com.au](http://owwac.com.au)

### TAX INVOICE

Monash University ABN: 12 377 614 012

Date:

#### This form enables you to:

- ✓ register to attend the Older Workers & Work Ability Conference
- ✓ indicate attendance and book guests for Conference Social Events; and
- ✓ book accommodation for during the Conference.

#### Important Notes

- ✓ All prices quoted are in Australian Dollars (AUD) and inclusive of Goods and Services Tax (GST).
- ✓ By completing this registration form you have read, understood and agree to the cancellation policies and the privacy statement as stated on this form.

#### To complete this form:

Please move between fields by using the tab key, or if you prefer, print the form and complete it using block letters. Please keep a photocopy for your record. One form per person.

#### Please complete and return this form along with payment to:

Older Workers & Work Ability Conference  
Think Business Events  
Suite 6, 19-23 Hoddle Street, Richmond VIC 3121  
Phone: 03 9417 1350  
Fax: 03 8610 2170  
Email: [owwac@thinkbusinessevents.com.au](mailto:owwac@thinkbusinessevents.com.au)  
Web: [www.owwac.com.au](http://www.owwac.com.au)

### REGISTRATION DETAILS

#### Contact Details

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof.						Other (please specify)	
Last Name			First Name				
Organization							
Position							
Address							
Suburb/Town							
State			Country		Postcode		
Work Phone		(   )	Work Fax		(   )	Mobile	
Email							

#### Name Badge

Please indicate correct details for your name badge at the conference, **if different from above:**

Last Name			First Name				
Organization							

#### Role at Conference

Please indicate what your role at the conference will be. Please select only one:

- Committee Member    Delegate    Presenter    Presenter (Awaiting confirmation that my paper was accepted)

#### Special Requirements

Please list any requirements you may have for the duration of the conference.

- Wheelchair Access    Vision impaired    Other Please Specify

## CONFERENCE REGISTRATION

Registration fee is per person and includes attendance to conference, morning tea, lunch, afternoon tea, delegate satchel and conference materials, welcome reception and the Conference dinner.

Registration Type	Standard Rate (Payment received after 30 September 2011)
<input type="checkbox"/> Full Registration	AUD \$850.00
<b>TOTAL</b>	AUD

## SOCIAL EVENTS

### Inclusive Social Function

These functions are included in the cost of the Conference Registration fee. Please refer to the Social section at [www.owwac.com.au](http://www.owwac.com.au) for full details.

#### Welcome Reception

Rendezvous Hotel Melbourne, 17.30 – 19.00, Sunday 11 December 2011

Yes  No  Maybe (I will confirm by no later than 9th November 2011)

#### Conference Dinner

Crown River Rooms, 19.00 – 23.00, Monday 12<sup>th</sup> December 2011

Yes  No  Maybe (I will confirm by no later than 9th November 2011)

### Additional Social Functions

Please indicate if you would like to purchase tickets for any guests.

#### Welcome Reception

Rendezvous Hotel Melbourne, 17.30 – 19.00 Sunday 11 December 2011

I would like to purchase \_\_\_\_\_ tickets at AUD \$ 50.00 (incl. GST) = AUD \$

#### Conference Dinner

Crown River Rooms, 19.00 – 23.00 Monday 12 December 2011

I would like to purchase \_\_\_\_\_ tickets at AUD \$ 110.00 (incl. GST) = AUD \$

## DIETARY REQUIREMENTS

For catering purposes at the conference and/or social events booked, please indicate if you or your guest(s) have special dietary requirements.

### Delegate

Vegetarian  Vegan  Gluten Free  Halal  Kosher Orthodox

I have an allergy to \_\_\_\_\_

### Guest (Welcome Reception and/or Conference Dinner)

Name of Guest \_\_\_\_\_

Vegetarian  Vegan  Gluten Free  Halal  Kosher Orthodox

Has an allergy to \_\_\_\_\_

## ACCOMMODATION – Hotel Options

Accommodation bookings have now closed. All new booking must now be made with the hotels directly.

Hotel	Room Type	Rate – Room Only (the below rate is for the first night only and includes a one off booking fee. See the website for room rates for remaining nights) Rates per room per night	Preference Please mark 1, 2 or 3
Rendezvous Hotel Melbourne	Deluxe Room	AUD \$176.00	
	Commerce Room	AUD \$207.00	
Oaks on market	Studio Apartment	AUD \$197.00	
	One Bedroom Apartment	AUD \$238.00	
	Two Bedroom Apartment	AUD \$321.00	
<b>TOTAL (one nights deposit)</b>		<b>AUD</b>	
<b>Booking Details</b>			
No. of occupants per room		If greater occupancy per room is required than that indicated by bed sizes, extra fees may apply.	
Arrival Date	Dec 2011	Arrival Time	hours
Departure Date	Dec 2011	Departure Time	hours
<b>Special accommodation requirements</b>			
<b>I would like to share the room with</b>			

## PAYMENT

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 Pty Ltd" on your credit card statement.**

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

### Payment Summary

Conference Registration	AUD
Welcome Reception	AUD
Conference Dinner	AUD
Accommodation	AUD
<b>TOTAL</b>	<b>AUD</b>

### Method of Payment

All amounts in this brochure are in Australian dollars (AUD\$) and include 10% Goods and Services Tax (GST).

<input type="checkbox"/> Cheque	Cheques payable in AUD\$ to "Monash University"		
<b>Credit Card:</b>	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Diners <input type="checkbox"/> American Express.
<b>Card Holder Name</b>			
<b>Card Number</b>	/ / /	<b>Expiry Date</b>	/
<b>Signature</b>			

### How did you find out about the conference?

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Colleague told me                | <input type="checkbox"/> Direct email notification | <input type="checkbox"/> Journal advertisement  | <input type="checkbox"/> Newspaper advertisement |
| <input type="checkbox"/> Received information in the mail | <input type="checkbox"/> Website search            | <input type="checkbox"/> Workplace notice board |  |

## TERMS & CONDITIONS

### REGISTRATION CONDITIONS

**Cancellation Statement:** Cancellations received in writing at the Conference Office by 9<sup>th</sup> November 2011 will be accepted and all fees refunded less an administrative fee of AUD\$100. Cancellations received after this date cannot be accepted and will not be refunded.

**Transfer of registration:** 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.

**Non-attendance:** No refunds will be made for non-attendance at the Conference.

### SOCIAL EVENTS CONDITIONS

**Cancellation Statement:** Cancellations received in writing at the Conference Office by 9<sup>th</sup> November 2011 will be accepted and all costs refunded. Cancellations received after this date cannot be accepted and will not be refunded.

### ACCOMMODATION CONDITIONS

**Booking:** 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.

**Payment:** Deposits will be forwarded by the Conference Office to the hotel we have booked on your behalf. The rates per room per night are inclusive of Goods and Services Tax (GST), which is charged by the hotel on checkout. The credit card details will also be used to pay for all room nights if the delegate cancels within 15 days or is a no-show.

#### Refund/Cancellation:

- **Cancellation before 9<sup>th</sup> November 2011:** The deposit for the first night is refundable, less a \$25 cancellation fee.
- **Cancellation on or after 9<sup>th</sup> November 2011** The deposit for the first night is non refundable.
- **Cancellation 15 – 0 days prior to arrival date:** All rooms cancelled 15-1 days prior to arrival will incur 100% cancellation fee. That is, all rooms will be charged at the full accommodation rate for the duration of the booking.
- **No shows:** No shows will be charged at the full accommodation rate for the duration of the booking.

**Change of booking:** Prior to 9<sup>th</sup> November 2011, changes to bookings must be forwarded in writing to the Conference Office.

## PRIVACY STATEMENT

Older Workers & Work Ability Conference (the conference) is bound by and committed to supporting the National Privacy Principles (NPPs) set out in the Privacy Amendment (Private Sector) Act 2000.

### USE OF PERSONAL INFORMATION

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;
- assist with administrative and planning purposes;
- plan and develop Conference and other events in the future;
- facilitate your requirements in relation to the Conference; and
- 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.

### CONFERENCE DELEGATE LIST

The Conference will produce a Delegate List of all delegates for supply to all registered attendees at the Conference. The Delegates List will contain delegate's name, affiliation and location (state or country) only. Registrants may withhold consent for inclusion of their details in this publication by ticking the box below.

**No, I do not want my details included in the Delegate List**

### DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

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 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. Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors by ticking the box below.

**No, I do not want my contact details distributed to sponsors or exhibitors**

**I have read and understood the terms & conditions.**

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