

Registration & Accommodation Booking Form

Please print clearly and retain a copy of your registration for your records. Please forward to the conference NCCARF 2010 Conference Managers: YRD (Aust) Pty Ltd, PO BOX 717, INDOOROOPIILLY QLD AUSTRALIA 4068
Tel: 07 3368 2422 | Fax: 07 3368 2433 | Email: nccarf-conf2010@yrd.com.au ABN: 78 106 094 461 Griffith University

A. Delegate Information

Title:	Given Name:	Family Name:
Position:	Organisation:	
Street Address:		
Suburb/City:	State/Province:	Postal Code or Zip Code:
Telephone:	Fax:	Mobile:
Email: (confirmation of registration sent via email)		
Special Requirements: (Dietary, Health, Physical)		
Are you from a Developing Country? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about the event? <input type="checkbox"/> Professional Networks <input type="checkbox"/> Colleague <input type="checkbox"/> Brochure <input type="checkbox"/> Internet <input type="checkbox"/> Direct Email <input type="checkbox"/> Magazine/Journal <input type="checkbox"/> Other:		

B. Registration

Please note that all prices quoted on this form are inclusive of GST. Full registration includes daily catering, delegate pack and attendance to sessions, conference exhibition and social functions including the welcome reception and conference dinner.

Early Bird registrations close on Monday, March 1st 2010

Full Delegate Early Bird	<input type="checkbox"/> \$850	For catering purposes please tick the box if you are attending any of the following:
Full Delegate	<input type="checkbox"/> \$1100	
Student/Concession (Proof of full time student status must be provided)	<input type="checkbox"/> \$500	I will be attending the Welcome Reception: <input type="checkbox"/> Yes <input type="checkbox"/> No
Day Registration:	<input type="checkbox"/> \$500	I will be attending the Conference Dinner: <input type="checkbox"/> Yes <input type="checkbox"/> No
Please specify: <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
Registration Sub Total AUD \$		

C. Accommodation

The hotel will issue a tax invoice upon departure. Price is inclusive of 10% GST. As a limited number of hotel rooms are available, please book early to avoid disappointment. These room rates are conference specials and are only available through YRD. Please contact YRD for alternate accommodation options or if you require sofa bed / rollaway / cot.

Hotels	Rooms / Rate (per night)	Arrival Date	Departure Date	IMPORTANT: If you wish to share a room with another delegate please provide name:
Conrad Jupiters <input type="checkbox"/> Superior Room <input type="checkbox"/> Superior Room (Twin beds requested)	\$180.00 \$180.00			<hr/> (Delegate MUST be named in order to guarantee share of rooms)
Crowne Plaza Surfers Paradise <input type="checkbox"/> Standard Room	\$150.00			Please Indicate: <input type="checkbox"/> Non-Smoking room <input type="checkbox"/> Smoking room
Phoenician Resort <input type="checkbox"/> One Bdrm Apartment (up to 2 people) <input type="checkbox"/> One Bdrm Apartment (up to 2 people)	\$212.00 \$180.00*			The hotel requires either the deposit of one night's accommodation, accommodation to be pre paid in full or the supply of credit card details to secure your room booking. Please select from the following: <input type="checkbox"/> Guarantee my arrival using the credit card details provided on this form <input type="checkbox"/> A deposit of one night's room rate is included in the total fees payment on this registration form <input type="checkbox"/> I would like to prepay the total amount of accommodation
Mantra Broadbeach on the Park <input type="checkbox"/> One Bdrm Apartment (up to 2 people) <input type="checkbox"/> One Bdrm Apartment (up to 2 people) <input type="checkbox"/> Two Bdrm Apartment (up to 4 people) <input type="checkbox"/> Two Bdrm Apartment (up to 4 people)	\$211.00 \$171.00* \$212.00 \$162.00*			
Sofitel Gold Coast <input type="checkbox"/> Standard Room (Queen) <input type="checkbox"/> Standard Twin Room (two double beds)	\$180.00 \$180.00			
* Please be advised that these rates are based on a minimum of 2 nights stay.				
Accommodation Sub Total AUD \$				

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D. Payment Details

Method of Payment:

Cheque payable to: YRD AUST PTY LTD – and return to: NCCARF Conference Managers, YRD (Aust) Pty Ltd, PO BOX 717, INDOOROOPILLY QLD AUSTRALIA 4068

Charge the **specified amount of accommodation and total registration fees** to my credit card.

Charge my credit card for registration fees only. If accommodation reservations are listed, credit card details will be sent to the hotel as a booking guarantee. If no cancellation is received an amount equal to the first night's accommodation will be charged. A credit card that I'm a signatory will be supplied to the hotel upon my arrival.

Mastercard Visa American Express

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____

Cardholders Name:

Cardholders Signature:

Registration AUD \$	
Accommodation AUD \$	
Total AUD \$	

I wish to register for the NCCARF 2010 Conference and have read and agree to all the terms and conditions outlined in this registration form.

Delegate signature:

Date: / /

Terms & Conditions

Please note that registration places are limited and will be allocated on a strictly 'first in' payment basis. In the event that space is unavailable you will be notified immediately. The Privacy Act 2001 provides that before your name and address details can be published on the list of 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, address and details included in the list of delegates please indicate below.

Exclude my name from the list of delegates

Cancellation Policy: An administration fee of \$100 per registrant will apply for cancellations before 29/03/2010. Cancellations made after this date, but made before 14/06/2010 will forfeit 50% of their registration. Cancellation made after this date will not be refunded, however special circumstances will be reviewed by the conference committee. All cancellations must be made in writing to the conference manager, YRD (Aust) Pty Ltd via email nccarf-conf2010@yrd.com.au. Any changes to your accommodation booking must also be made in writing to the conference manager. Do not contact the hotel directly for accommodation cancellations or changes. If the reservation is NOT cancelled the hotel reserves the right to charge the supplied credit card for all nights booked. If the delegate fails to arrive on the specified date, the hotel reserves the right to charge the supplied credit card for the night of accommodation.

Disclaimer: This conference program is confirmed at the date of printing. However, NCCARF reserves the right to make changes to this program at any time as circumstances dictate. Every effort will be made to provide a program of equivalent standard and value.

Insurance Disclaimer: Registration fees do not include insurance of any kind. It is strongly recommended that at the time you register for the conference and book your travel you take out an insurance policy of your choice. The policy should include (1) loss of fees/deposit through cancellation of your participation in the Conference; (2) loss through cancellation of the Conference; (3) loss of international/domestic air fares through cancellation for any reason including force majeure, medical expenses, loss or damage to person or property, additional expenses; and (4) repatriation should travel arrangements have to be altered. The Conference Secretariat cannot take any responsibility for any participant failing to arrange his or her own insurance. Please note that cancellation of accommodation must be received in writing and cancellation fees are at the hotels discretion depending on date of cancellation.

Please forward completed form to: **07 3368 2433** or **nccarf-conf2010@yrd.com.au**