



VOTA 2009 Conference Registration Form

REGISTRATION FORM

INVOICE

ABN: 96 116 350 120

IMPORTANT REGISTRATION INFORMATION:

- Online Registration is preferred. Please visit our secure website www.vota.org.au to register and pay (credit card only) for your registration and accommodation.
- **Faxed** registration forms will only be processed/confirmed if credit card details are included on the form.
- Registrations forms sent by **post** must be accompanied with full payment in order for your registration to be processed/confirmed.
- **Cheque payments** will only be accepted up until 24 September 2009. After this date, all registration and accommodation requests must be submitted with credit card details.
- Delegates should refer to the website for full terms and conditions.

Please print in block letters and keep a photocopy for your record. Please use one form only per person. Note that all prices quoted are in Australian dollars and are inclusive of Goods and Services Tax (GST).

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

CONTACT DETAILS

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

Surname _____ First Name _____

Organisation _____ Position _____

Address _____

Town/City _____ State _____ Country _____ Postcode _____

Bus Telephone _____ Bus Fax _____

Mobile _____ Home Telephone _____

Email _____

Preferred Name on Badge: _____

A CONFERENCE REGISTRATION

The Conference Registration Fee includes all meals during the Conference (morning tea, lunch and afternoon tea) and the Welcome Reception. The conference fee also includes a copy of the proceedings.

Full Registration (GST Included)	Standard Paid after 28 August 2009
VOTA Member Registration* Membership number:	<input type="checkbox"/> A\$555
General Registration	<input type="checkbox"/> A\$600
Full time Student^ Student Number:	<input type="checkbox"/> A\$360

* Delegate must be a registered member of the Victorian Offender Treatment Association.

^ Please note the discounted student registration fee is available to full time students only. We require a photocopy of your student identification prior to the conference. Please fax this to + 61 2 9265 0880.

For people who would like to attend on Wednesday, Thursday or Friday only the fee includes morning tea, lunch and afternoon tea on the day, conference proceedings and the welcome reception.

Day Registration	Standard
<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	A\$350.00 per day

A Conference Registration Sub Total A\$ _____

B SOCIAL FUNCTIONS

Conference Registration: The Welcome Reception is included in the full registration fee for all delegates.

For catering purposes, please indicate by ticking the box below **if you will be attending**.

If you would like to purchase tickets for partners and guests, please indicate the number of tickets required.

Wednesday 28 October 2009

Welcome Reception - Yes

Welcome Reception (additional tickets)

I require _____ ticket/s x A\$50 = A\$ _____

Thursday 29 October 2009

The Conference Dinner is **not** included in the registration fee for delegates. If you would like to purchase tickets, please indicate the number of tickets required.

I require _____ ticket/s x A\$90 = A\$ _____

Name of additional attendee/s:

NOTE: Payments for the Welcome Reception and Conference Dinner are non-fundable after 24 September 2009.

B Social Function Sub Total A\$ _____

C ACCOMMODATION

Hotel bookings are no longer available via the Conference Organisers.

Should you wish to make a new booking or make changes to an existing booking, please contact the hotel directly by visiting <http://www.confreg.com.au/accommodation/vota09/>.

Please note as per the terms and conditions of all accommodation bookings: All deposits are non-refundable if reservation is cancelled on or after the **24 September 2009** and will also be forfeited if you do not arrive on the date for which you have booked for. If you have used credit card details to guarantee your reservation please be aware that one nights room rate will be deducted from the supplied card, by the hotel, if the reservation is cancelled or you fail to arrive on the specified date.

Important Notes:

- Please visit the Conference website www.vota.org.au/conference09/conference.html for full terms and conditions regarding accommodation bookings.

D SPECIAL NEEDS / DIETARY REQUIREMENTS

If you have any special needs please specify. Every attempt will be made to meet your requirements; however this may not be possible in every case.

Please provide **YOUR** dietary requirements:

- Vegetarian Kosher
 Vegan Lactose Intolerant
 Allergy to Nuts No Beef
 Gluten Free No Seafood
 Halal Other _____

Please provide **YOUR GUEST/S** dietary requirements:

- Vegetarian Kosher
 Vegan Lactose Intolerant
 Allergy to Nuts No Beef
 Gluten Free No Seafood
 Halal Other _____

My guest will be attending Welcome Dinner Conference Dinner

E CANCELLATION AND PRIVACY STATEMENT

Conference Registration

Registration cancellations received in writing at the Conference Office by 24 September 2009 will be accepted and all registration fees refunded less an A\$100 administration fee. After 24 September 2009 cancellations 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.

Privacy Statement

Australia operates under the Privacy Amendment (Private Sector) Act 2000. The Conference Managers comply with such legislation which is designed to protect the right of the individual to privacy of their information. Information collected in respect of proposed participation in any aspect of the Conference will be only used for the purposes of planning and conduct of the Conference, may also be provided to organisers of future events or used to provide you with information of other relevant events. It is also usual to produce a 'Delegate List' of attendees at the Conference and to include the individual's details in such a list. Consent for publication of the individual's information may be withheld when completing the Registration Form for the Conference. Individuals are also entitled to access the information held by written application to the Conference Managers.

YES – I consent to receiving information from **arinex** pty limited or other organisations on related products or services from time to time.

No, I do not consent

YES – please include my details as given in this form (and any subsequent amendment) in the Delegate List produced for the Conference which will be supplied to organising bodies, sponsors, exhibitors and all delegates attending the Conference.

No, please do not include my details in the Delegate List

F PAYMENT SUMMARY

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

A	Conference Registration	A\$ _____
B	Social Functions	A\$ _____
	TOTAL PAYMENT	A\$ _____

Method of Payment:

Cheque Bank Draft (cheques/bank drafts payable in A\$) to "The Meeting Planners / VOTA 2009"

Incorrectly drawn cheques will incur bank fees

Credit Card: MasterCard Visa American Express Diners

NB: "The Meeting Planners" will be shown on your statement for this transaction

Cardholder's Name _____ Expiry Date _____

Card No. _____ Signature _____

If paying by credit card, registrations can be made by facsimile or via the website. All amounts in this brochure are in Australian dollars (A\$) and include 10% Goods and Services Tax (GST).

Please complete and return this form to:

**VOTA 2009 Conference Managers
arinex pty limited
GPO Box 128
Sydney, NSW 2001, AUSTRALIA
Phone: +61 2 9265 0890 Fax: +61 2 9265 0880
Email: vota2009@arinex.com.au**

If you require additional information contact:

www.vota.org.au