



Awards & Conference
16.07.2009 – 17.07.2009



Complete one form per delegate and return completed form by fax to: (03) 9347 0464

PERSONAL DETAILS

First Name: _____ Surname: _____
Position: _____
Department: _____
Organisation: _____
Address: _____
Suburb: _____ State: _____ Postcode: _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____

REGISTRATION COSTS:

Conference and/or Training Awards Dinner

- Two (2) day Full Conference: \$355 Training Awards Dinner: \$135
- One (1) day Conference: \$250 Awards Dinner – Table of 10: \$1,350
- 2 Consecutive sessions \$125

Please indicate any special dietary requirements:
If booking a table, please attach a list of names of your dinner guests together with any specific dietary requirements any of them may have.

WORKSHOP PREFERENCES: Please indicate your workshop preferences by inserting the number of the workshop of each session in the box provided.

Thursday workshop sessions: A B
Friday workshop session: C

PAYMENT DETAILS: Please indicate method of payment

- Cheque for \$..... payable to Community Services & Health Industry Training Board enclosed
- Invoice my organisation quoting Purchase Order No.:
- Please charge my credit card (tick one) or alternatively phone the CS&H ITB with your card details.
 - Visa Mastercard

Card no: Expiry date ____/____/____

Name of cardholder:

Signature:

VENUES AND DATES:

Conference: 16th – 17th July 2009, Jasper Hotel, 489 Elizabeth Street, Melbourne
Awards Dinner – Thursday 16th July 2009, Plaza Ballroom, 191 Collins Street, Melbourne from 6:00 pm for pre-dinner drinks

REGISTRATION FEE AND PAYMENTS:

What is included in the fee?

Full conference registration covers participation at both days of the conference, lunches, morning and afternoon tea breaks and a conference satchel. This fee does not include accommodation.

Please note: if you have not received an acknowledgement prior to the conference, please telephone us on 03 9347 0377 to ensure we have received your booking.

How do I pay?

Registration fees must be paid before the conference date. Payment methods are outlined in this form.

SUBSTITUTIONS, CANCELLATIONS AND REFUND POLICY:

Substitutions are most welcome with authorisation from the original registrant. In the event of a cancellation, the registration fee will be less a 25% handling fee if written notice of cancellation is received by 1 July 2009.

Without exception, after this date all cancellations are non-refundable; and no refunds are available if you register and do not attend the event.

DISCLAIMER:

The organisers reserve the right to alter the program without notice.

ENQUIRIES:

Community Services & Health Industry Training Board
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