Conference Registration Form
THE RISE AND RISE OF TRIBUNALS
8th Annual AIJA Tribunals Conference, 9 – 10 June 2005, Menzies Hotel, Sydney

ABN AIJA: 13 063 150 739

Please read all information carefully.

To secure your place, complete and return this entire form with your payment no later than **Friday 20th May 2005**

Guidelines to complete this form:

1. ONE PERSON PER FORM ONLY
2. Please print clearly
3. Please return this ENTIRE FORM with your payment
4. Cheques should be made payable to AIJA
5. All prices are in Australian Dollars (AUD$) and are inclusive of 10% Australian Goods & Services Tax (GST).
6. On receipt of your completed registration form and payment you will be issued with a confirmation letter, Tax Invoice and itinerary if applicable.
7. Changes/cancellations to accommodation bookings may be subject to venue imposed additional fees and penalties.

Personal details

Title: Justice/ Mr/ Mrs/ Ms/ Other .....

Given name.....

Surname.....

Organisation.....

Address .....

.....

.....

City/Suburb .....

State.....P/code.....

Phone (BH) ……(AH) .....

Mobile/cell phone ……

E-mail .....

Name badge ..... ……

Special Dietary Requirements .....…….

Other special needs or requirements .....……

Preferred method of correspondence: ❍ email ❍ fax ❍ mail

Registration & Payment

I would like to register as *(please tick relevant category)*

❍ AIJA Individual Member AUD$345.00

❍ AIJA Corporate Member, per person AUD$310.00

Corporate Membership name: ……..……..

❍ Non–member AUD$440.00

❍ Conference Dinner AUD$90.00.per head

❍ Please reserve _____ of dinner tickets @$90.00 each

(insert No)

Return this completed form and payment to:

AIJA
c/-A.M. Meetings Plus
P.O. Box 16 ASCOT VALE VIC 3032 Australia

By closing date: Friday 20th May 2005

Privacy Statement: In registering for this conference, relevant details you supply may be incorporated into a delegate list for the benefit of all delegates. Your details will also be made available to parties directly related to the conference including A.M. Meetings Plus P/L, banks, venues and accommodation providers for the purposes of processing payments, room bookings and conference options. Your details and information will also be added to the AIJA conference database in order to liaise and correspond with you in relation to your attendance. Please note that should you not wish your details to be used in the manner described above, we may be unable to process your booking or registration.

Your registration fee includes:

- Attendance at sessions during conference
- Conference satchel & documentation
- Registration coffee, morning tea, lunch & afternoon tea.

Note that on the first day lunch will not be provided and may be purchased at a variety of outlets in the vicinity of the venue.

Accommodation:

Room type: ❍ Single ❍ Double ❍ Twin

Arrival date: / / Departure date : / /

Total nights required:_____ ❍ Smoking ❍ Non-smoking room

Full name of persons sharing room (if applicable):

.....……

Please tick preferred hotel *(room subject to availability):*

Option 1: The Menzies Hotel, Sydney

❍ Room @AUD$150.00 per room per night *(room only)*

Option 2: Travelodge Martin Place (approx. 10 minute walk)

❍ Room @AUD$135.00 per room per night *(room only)*

Total accommodation AUD$.....

Total payment summary:

All payments to be made in Australian Dollars.

Registration	AUD$.....
Conference Dinner	AUD$.....
Accommodation	AUD$.....
Other (please specify)	AUD$.....
Total amount enclosed	**AUD$ .....**

Method of Payment (tick):

❍ Cheque/Money Order (payable to AIJA)

Total cheque payment enclosed: AUD$.....

❍ Credit card Payment (please complete details below)

Type of card: ❍ Bankcard ❍ MasterCard ❍ Visa

Cardholders name (PRINT) ..... ……

Card no: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Expiry Date: |__|__| / |__|__|

Cardholders signature ……

Total credit card payment AUD$.....

Cancellation policy:

45 days prior to conference - 80% refund

30 days prior to Conference - 50% refund

No refunds after 20th May 2005 (Substitute participant accepted)

Contact details & Enquiries

Conference Secretariat - A.M. Meetings Plus Pty Ltd
PO Box 16 Ascot Vale VIC 3032 Australia
Phone: 03 9372 7182 (International +61 3 9372 7182)
Fax: 03 9372 7184 (International +61 3 9372 7184)
Email: aija@ammp.com.au