



REGISTRATION FORM

TAX INVOICE for GST Purposes

MU Student Union Ltd ABN: 89 107 286 706

Note: All rates in Australian Dollars (AU\$) inclusive of GST.

This document becomes a tax invoice upon payment. Please make a copy of this form for your own taxation records. Please note that a registration form is required for each individual in order for this document to become a tax invoice

PERSONAL DETAILS – Please complete in Block Letters

(Ms/Mrs/Mr/Dr/Prof) Family Name:

Given name/s:

Preferred name for tag:

Department:

Organisation:

Address for correspondence:

Suburb: State: Postcode: Country:

Tel: () Fax: ()

Email:

PART A. DELEGATE INFORMATION– Please provide information where necessary:

Privacy: A delegate list with contact details will be provided to delegates and sponsors of the Australasian Dairy Science Symposium.. Do you agree to have your contact details included on the list?

YES include my details NO do not include my details

Dietary Requirements: Please indicate if you have any special dietary requirements:

Special Assistance: Please indicate if you require any special assistance to take part in the Conference (ie Wheelchair access):

PART B. CONFERENCE REGISTRATION FEES – Please tick the appropriate box:

Registration Type	Early Bird (by 31 st July 2007)	Standard Rate (after 31 st July 2007)
Full Registration	<input type="checkbox"/> AU\$400	<input type="checkbox"/> AU\$470
Student Registration* <i>A copy of student identification must be forwarded with the registration to be eligible for this rate.</i>	<input type="checkbox"/> AU\$210	<input type="checkbox"/> AU\$280
Single Day Registration <i>Please indicate day by ticking:</i> <input type="checkbox"/> Wed 19 Sept <input type="checkbox"/> Thurs 20 Sept	<input type="checkbox"/> AU\$265	<input type="checkbox"/> AU\$335

PART B. REGISTRATION FEE TOTAL: AU\$ _____

PART C. SOCIAL EVENTS– Please tick the appropriate boxes:

WELCOME RECEPTION – 6.45pm-8.00pm – Tuesday 18 September, 2007 – ICT Building, The University of Melbourne
 The Welcome Reception is an INCLUSIVE SOCIAL EVENT in both the full and student registrations. For catering purposes please indicate below if you will be attending:
 YES, I will be attending NO, I will be unable to attend

Additional tickets for the Welcome Reception are available for purchase at AU\$50 per head

I will purchase _____ x Welcome Reception additional ticket(s) @ AU\$50 each= Total Cost: AU\$ _____

CONFERENCE DINNER – 6.30pm-10.30pm – Wednesday 19 September, 2007 – Ormond College
 The Conference Dinner is an OPTIONAL SOCIAL EVENT for all delegates and costs AU\$80 per person

I will purchase _____ x Conference Dinner ticket(s) @ AU\$80 each = Total Cost: AU\$ _____

ACCOMPANYING PERSON INFORMATION

If you have purchased a social ticket for an accompanying person, please provide the following information:

NAME:

DIETARY REQUIREMENTS:

PART C. REGISTRATION FEE TOTAL: AU\$ _____

PART D. ACCOMMODATION Please tick the appropriate box:

Hotel rooms have been reserved at special accommodation rates with the below hotel establishments, all within walking distance to the Conference Venue. All hotel accommodation bookings must be **accompanied by a deposit of one night's room rate ONLY** in order to secure a reservation. Accommodation bookings and payments via the Secretariat Office must be made by Wednesday 15th August 2007.

Rating	Hotel	Room Type and Cost	Distance to Venue
4.5	Rydges Carlton Hotel Melbourne 701 Swanston St, Carlton	Standard room - AU\$145p.n <input type="checkbox"/> (1 Queen, 1 Single) Superior twins - AU\$160p.n <input type="checkbox"/> (1 Queen, 1 single) Parkview room AU\$175p.n <input type="checkbox"/> (1 King)	5 minutes by foot
4	Travel Inn Cnr Grattan and Drummond St Carlton	Standard room - AU\$135p.n <input type="checkbox"/>	5-10 minutes by foot
4	Vibe Hotel Carlton 441 Royal Parade Carlton	Standard room - AU\$115p.n <input type="checkbox"/>	5-10 minutes by foot
Student Accom	Trinity College The University of Melbourne	Single room - AU\$70p.n <input type="checkbox"/> bed and breakfast (share bathrooms)	5 minutes by foot

To proceed with booking, please tick the hotel room above you wish to reserve and complete the following details. Please review the booking conditions overleaf and on the Conference website.

Check in date: ___ / 09 / 2007 Approx arrival time: ___:___ am/pm **Check out date:** ___ / 09 / 2007

Total: _____ night(s) @ \$ _____ = \$ _____

PART D. ACCOMMODATION TOTAL: AU\$ _____
 (PLEASE PAY **ONLY ONE NIGHT'S ROOM RATE TO SECURE RESERVATION**)

ACCOMMODATION BOOKING CONDITIONS

Please Note:

- 1. The above rates include the Australian Goods and Services Tax (GST).
- 2. Rates may increase without notice due to changes in government charges, taxes or levies.
- 3. Room only rates do not include breakfast.

Rates. Accommodation held by Melbourne Conference Management has been secured at highly competitive rates for Conference delegates.

Deposit. Rooms are being held by Melbourne Conference Management on behalf of the delegates until **Wednesday 15th August 2007**, and will settle the deposit with the hotel. Delegates must settle the balance of their account with the hotel concerned upon check out.

Change of Booking. Any change to a reservation must be notified to Melbourne Conference Management and not directly to the hotel. Please note, any changes should be made in writing to Melbourne Conference Management by **Wednesday 15th August 2007** via dairy2007@unioin.unimelb.edu.au

Late Arrivals. Please indicate on your registration form or notify Melbourne Conference Management in writing if you will arrive at your hotel after 1800 hours, failure to do so may mean that your room will be released.

Arrival Time. Hotel check-in time is usually 1500 hours. If you are to arrive before this time it is probable that you will not be able to gain access to your room. To guarantee a room to be available for an early arrival you will need to pre-register and pay for your room for the previous night. If required please indicate on your registration form.

Accommodation Refunds. The deposit is non refundable if you cancel your accommodation booking on or after Wednesday 15th August 2007 and will also be forfeited if you do not arrive on the date for which you have booked.

Accommodation Cancellations must be made in writing.

PART B REGISTRATION FEES = AU\$
PART C SOCIAL FUNCTIONS = AU\$
PART D ACCOMMODATION DEPOSIT = AU\$

TOTAL PAYMENT DUE: AU\$ _____

Payment Method - Please tick appropriate box

- Cheque enclosed.** Cheques must be in Australian Dollars and made payable to MU Student Union – DAIRY 2007.
- Payment by credit card:** MasterCard Visa Bankcard

Card number:

Card holder's name [please print]

Signature: Expiry Date:

Please send registration form with payment in Australian Dollars (AU\$) to:

Dairy 2007
 Conference Management
 Union House
 The University of Melbourne
 Victoria, Australia, 3010

Further Information: Telephone: (+61 3) 8344 6389 Fax: (+61 3) 8344 0013
 Email: dairy2007@union.unimelb.edu.au

Registration Cancellation Policy

Cancellation of a registration must be notified in writing to Melbourne Conference Management. Cancellations prior to **Wednesday 15th August 2007** to receive a full refund less \$110 administration fee. No refund will be given for cancellation after **Wednesday 15th August**, however substitutions will be possible. Advice on substitutions must be made in writing.