



## Conference Registration Form and TAX INVOICE for GST Purposes

Online Registration with credit card is available via the conference website – [www.mcmconferences.com/toxin2008](http://www.mcmconferences.com/toxin2008)

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

### PART A: PERSONAL INFORMATION

Title	First Name	Surname
Work Title		
Department	Institution	
Address		
Suburb/City	State	Postcode
Telephone	Facsimile	
Email		

#### Privacy of Personal Information

A delegate list with contact details will be provided to delegates and sponsors of the inaugural Global Issues in Clinical Toxinology International Conference 2008. Do you agree to have your contact details included on the list?

YES include my details  NO do not include my details

### PART B: SPECIAL REQUIREMENTS

1. **Dietary Requirements:** Please indicate if you have any special dietary requirements in the space below:

2. **Special Assistance:** Please indicate if you require any special assistance during the Conference (eg. interpretation services, wheelchair access, etc)

### PART C: CONFERENCE REGISTRATION FEES

Registration Type	Early Bird (by Monday 27 October 2008)	Standard Rate (after Monday 27 October 2008)
Full Registration (Industrialised Nations)	<input type="checkbox"/> AU\$950	<input type="checkbox"/> AU\$1200
Supported Registration (UN-designated Developing Nations, Enrolled Students)*	<input type="checkbox"/> AU\$600	<input type="checkbox"/> AU\$900
Single Day Registration – please indicate day		
<input type="checkbox"/> Mon 24 Nov		
<input type="checkbox"/> Tues 25 Nov		
<input type="checkbox"/> Wed 26 Nov	<input type="checkbox"/> AU\$350	<input type="checkbox"/> AU\$450
<input type="checkbox"/> Thurs 27 Nov		
<input type="checkbox"/> Fri 28 Nov		
Accompanying Person Registration (includes inclusive social events)	<input type="checkbox"/> AU\$350	<input type="checkbox"/> AU\$450

\* Includes nations listed by the UN under 'Developing Nation' and 'Least Developed Nation' demographic categories

## PART D: SOCIAL EVENTS

### INCLUSIVE EVENT - WELCOME RECEPTION – Sunday 23 November 2008, University of Melbourne

The Welcome Reception is an inclusive event for full registered delegates. For catering purposes please indicate below if you will be attending:

YES I will be attending the Reception

NO I will be unable to attend the Reception

Additional tickets for the Welcome Reception are available for purchase at AU\$60.00 per head (eg.: Other than for registered Accompanying Person)

I would like to purchase additional Welcome Reception ticket(s) @ AU\$60.00 each:

Total Cost

### INCLUSIVE EVENT - CONFERENCE DINNER – Thursday 27 November 2008, Melbourne Aquarium

The Conference Dinner is an inclusive event for full registered delegates. For catering purposes please indicate below if you will be attending.

(Please Note: Bookings for the Conference Dinner will close on Monday 17 November)

YES I will be attending the Conference Dinner

NO I will be unable to attend the Conference Dinner

Additional tickets for the Welcome Reception are available for purchase at AU\$100.00 per head (eg.: Other than for registered Accompanying Person)

I would like to purchase additional Conference Dinner ticket(s) @ AU\$100.00 each:

Total Cost

## PART E: ACCOMPANYING PERSON REGISTRATION

If you will be registering an Accompanying Person for the Conference, please provide the following information:

Title	First Name	Surname
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Please indicate if your accompanying person has any special dietary requirements or special assistance needs (eg. wheelchair access) in the space below:

## PART F: ACCOMMODATION BOOKINGS

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 **Monday 27 October 2008**. All costs are in Australian Dollars and include GST:

Rating	Hotel	Room Type	Cost	Distance to Venue
4.5	Rydges Hotel Carlton 701 Swanston Street, Melbourne	<input type="checkbox"/> Standard <input type="checkbox"/> Superior Room <input type="checkbox"/> Parkview Room	\$159 per night \$179 per night \$189 per night	5-10 minute walk
4.5	Vibe Hotel 441 Royal Parade, Parkville	<input type="checkbox"/> Standard Room	\$115 per night	10-15 minute walk
4	Quest Carlton on Finlay 2-9 Finlay Street, Melbourne	<input type="checkbox"/> One Bedroom Apartment <input type="checkbox"/> Two Bedroom Apartment	\$150 per night \$220 per night	10 minute walk
4	Downtowner 66 Lygon Street, Carlton	<input type="checkbox"/> Standard King <input type="checkbox"/> Double Room - 1 bed <input type="checkbox"/> Twin Room - 2 beds	\$159 per night	10 minutes walk
3.5	Ibis Hotel 15-21 Therry Street, Melbourne	<input type="checkbox"/> Standard Double	\$111 per night	10 minute walk

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:

/ 11/ 08

Approx arrival time

am/pm

Check out date:

/11/ 08

Number of nights

## UNIVERSITY OF MELBOURNE RESIDENTIAL COLLEGES

We are currently negotiating to make a number of low-cost rooms available to student registrants and delegates from developing nations. Details of these accommodation options will be available on the website (<http://www.mcmconferences.com/toxin2008>) from mid-September 2008. If you are interested in being advised of room availability at one of the University of Melbourne residential colleges, please indicate below:

YES I am interested in University of Melbourne residential college accommodation options.

## 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 **Monday 27 October 2008** at which time MCM will settle the deposit with the hotel. Accommodation bookings made without a deposit will not be accepted. 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 **Monday 27 October** via [gict08@union.unimelb.edu.au](mailto:gict08@union.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 **Monday 27 October 2008** 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.**

## PAYMENT DETAILS

Please complete the following payment section carefully.

<b>PART C</b>	Total registration fees for Delegate and any Accompanying Person	AU\$ _____
<b>PART D</b>	Additional ticket(s) for social functions	AU\$ _____
<b>PART E</b>	Accommodation booking deposit ( <i>One nights accommodation cost is payable at time of booking</i> )	AU\$ _____
<b>TOTAL PAYABLE NOW:</b>		AU\$ _____

### Payment Method (Please tick the appropriate box)

Cheque enclosed. Cheques must be in Australian Dollars and made payable to **MU Student Union – GICT08**

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:

**Global Issues in Clinical Toxinology Conference**  
Melbourne Conference Management  
Union House  
The University of Melbourne  
Victoria, Australia, 3010

OR Return with credit card details via facsimile: +61 3 8344 0013 or via email: [gict08@union.unimelb.edu.au](mailto:gict08@union.unimelb.edu.au)

**Further Information:**    Telephone: (+61 3) 8344 3682      Fax: (+61 3) 8344 0013      Email: [gict08@union.unimelb.edu.au](mailto:gict08@union.unimelb.edu.au)

## REGISTRATION CANCELLATION POLICY

Cancellation of a registration must be notified in writing to Melbourne Conference Management. Cancellations prior to **Monday 27 October 2008** to receive a full refund less \$110 administration fee. No refund will be given for cancellation after **Monday 27 October 2008** however substitutions will be possible. Advice of substitutions must be made in writing.