



REGISTRATION, ACCOMMODATION AND AIRPORT TRANSFERS BOOKING FORM

ANZICS 4th International Conference on Safety, Quality, Audit & Outcomes Research in Intensive Care Conference (SQAQO 2010)

Tuesday 10 – Wednesday 11 August 2010

AND

Pre-Conference Clinical Registries Workshop

Monday 9 August 2010

How to Use this Registration Form:

- **If you would like to register for the SQAQO 2010 Conference please complete all sections as necessary**
- **If you would like to book accommodation and transfers for the Pre-Conference Clinical Registries Workshop please complete the Contact Details section and sections C, D and the Payment Summary**

The preferred method of booking is via the internet at www.sqao2010.com; otherwise, please complete this form.

INVOICE

ABN: 28 000 386 676

IMPORTANT REGISTRATION INFORMATION

- Online registration is preferred. Please visit our secure website www.sqao2010.com to register and book accommodation and airport transfers.
- Payment for registration can be made by a major credit card or you can nominate to forward payment by cheque within 30 days of lodging your registration.
- All hotel accommodation bookings must be accompanied by a minimum one night's deposit or credit card details in order to secure to reservation.
- Accommodation deposits are non refundable at **6 July 2010**.
- Bookings made after **6 July 2010** must be secured with credit card details.
- **Faxed** registration forms will only be processed and confirmed if credit card details are included on the form +61 2 9265 0880.
- Registrations forms sent by **post** must be accompanied with full payment in order for your registration to be processed and confirmed: arinex Pty Limited, GPO Box 128, SYDNEY NSW 2001 AUSTRALIA.
- **Cheque payments must be received within 30 days of registration otherwise your registration will be cancelled.**
- **Cheque payments** will only be accepted up until **26 June 2010**. After this date, 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 records. Please use one form per person.

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

CONTACT DETAILS

Please print clearly

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

Surname First Name

Organisation Position

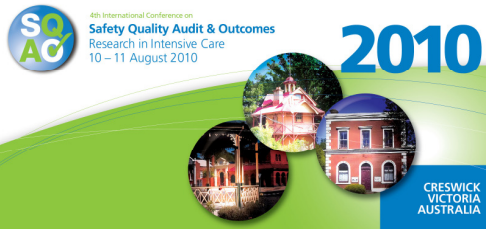
Address

Town/City State Country Postcode

Business Phone Mobile

Email

Preferred Name on Badge (for SQAQO conference)



A SQAQO REGISTRATION

The **Registration Fee** includes attendance at all Conference sessions, daily catering during the Conference, Conference Handbook, Welcome Reception and the Conference Dinner.

Note that all prices quoted are in **Australian dollars** and Goods and Services Tax (GST) is NOT applicable.

| Registration Category | Early Bird (paid on or before 18 June 2010 AEST) | Standard (paid from 19 June 2010 AEST) |
|-----------------------------------|---|---|
| Medical Registration | <input type="checkbox"/> \$850.00 | <input type="checkbox"/> \$950.00 |
| Nurses/PhD Students/Allied Health | <input type="checkbox"/> \$510.00 | <input type="checkbox"/> \$600.00 |

A Registration Sub Total AUD _____

B SQAQO SOCIAL FUNCTIONS – ADDITIONAL TICKETS

WELCOME RECEPTION

Monday 9 August 2010, 6.00pm – 7.00pm

The Welcome Reception is included in the registration fee for delegates. For catering purposes, please indicate by ticking the box if you will be attending.

Attending Welcome Reception Yes No

If you would like to purchase **additional** tickets, please indicate the number of tickets required.

I require _____ **ADDITIONAL Welcome Reception ticket/s x \$20.00ea = \$ _____**

Name of additional attendee/s:

CONFERENCE DINNER

Tuesday 10 August 2010, 6.00pm – 10.30pm

The Conference Dinner is included in the registration fee for delegates. If you would like to purchase **additional** tickets, please indicate the number of tickets required.

I require _____ **additional Dinner ticket/s x \$100.00ea = \$ _____**

Name of additional attendee/s:

Meal Planning –Conference and Social Events

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.

Delegate Dietary Requirements:

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

Guest Dietary Requirements (if applicable):

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

NOTE: Payments for the Conference Dinner are non-refundable after 6 July 2010.

B Social Function Sub Total AUD _____



C AIRPORT TRANSFERS – SQAO & Clinical Registries Workshop

Airport transfers are not included in the registration fee. If you would like to book an airport transfer please indicate below. *Please note that coach transfers do have a minimum number of guests required and if this number is not met the coach transfer will not be available. Guests will be advised immediately.*

The **Clinical Registries Workshop** runs from 10.00am – 5.00pm on Monday 9 August.
SQAO 2010 Conference commences at 6.00pm for the Welcome Reception on Monday 9 August, and the Conference concludes at 3.30pm on Wednesday 11 August.

Melbourne Tullamarine Airport To Novotel Forest Resort

- \$75.00 **Sunday 8 August** - Coach departs Melbourne Airport for Novotel Forest Resort at 3:30pm. Please ensure your flight arrives no later than 3:00pm* to allow for collecting luggage and loading coaches. The coach will arrive at Novotel Forest Resort at approximately 5:00pm.
- \$75.00 **Monday 9 August** - Coach departs Melbourne Airport for Novotel Forest Resort at 8:00am. Please ensure your flight arrives no later than 7:30am* to allow for collecting luggage and loading coaches. The coach will arrive at Novotel Forest Resort at approximately 9:30am.
- \$45.00 **Monday 9 August** - Coach departs Melbourne Airport for Novotel Forest Resort at 3:30pm. Please ensure your flight arrives no later than 3:00pm* to allow for collecting luggage and loading coaches. The coach will arrive at Novotel Forest Resort at approximately 5:00pm.

Novotel Forest Resort to Melbourne Tullamarine Airport

- \$55.00 **Monday 9 August** - Coach departs Novotel Forest Resort for Melbourne Airport at 5:30pm, arriving at approximately 7.00pm. Please ensure your flights are booked after 8:30pm
- \$35.00 **Wednesday 11 August** - Coach departs Novotel Forest Resort for Melbourne Airport at 4:00pm, arriving at approximately 5.30pm. Please ensure your flights are booked after 7:00pm.

* For Domestic flights

For International flights please ensure you have cleared customs and collected your baggage at least 1 hour prior to the coach departure time.

C Airport Transfers Sub Total AUD _____

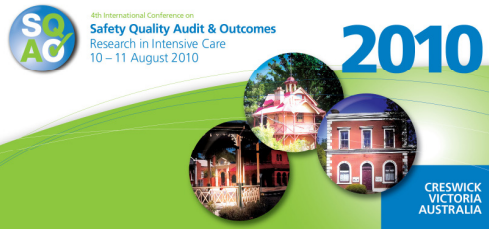
D ACCOMMODATION – SQAO & Clinical Registries Workshop

The Conference Managers have negotiated exclusive room rates at the Conference Venue – Novotel Forest Resort Creswick. As rates may fluctuate, please visit the online registration form or the website www.sqao2010.com.au to view current room rates.

If you are also attending the pre-Conference Clinical Registries Workshop or the post-Conference CTG Winter Research Forum, you can make all your accommodation reservations using this form.

It is recommended that you visit the website www.sqao2010.com.au to view hotel information and fact sheets, hotel maps and our flexible booking terms and conditions.

- Single (SGL):** A single occupancy room with one bed
- Double (DBL):** A double occupancy room with one bed
- Twin (TWN):** A double occupancy room with two beds



Please tick your selection below and fill in the required areas.

| Hotel | Room Type | Rate per room per night | Number of Nights | Deposit |
|------------------|---------------------------|-----------------------------------|------------------|---------|
| Novotel Creswick | 2 Bedroom Apartments | <input type="checkbox"/> \$315.00 | | |
| | Standard Room SGL\DBL\TWN | <input type="checkbox"/> \$165.00 | | |

Hotel Room Requirements

Single Twin Double

Important - Please complete this section

Arrival/Check-in Date _____ Estimated Time of Arrival _____

Departure/Check-out Date _____ Estimated Time of Departure _____

I wish to guarantee early check-in by pre-booking and paying for the previous night on ___/___/___

I will be sharing this room with _____

Special Requirements e.g. smoking/ non-smoking room (subject to availability)

- The above rates include the Australian Goods and Services Tax (GST).
- Rates may increase without notice due to changes in government charges, taxes or levies.
- Room only rates do not include breakfast.
- Deposit must be paid or credit card details given at time of booking to guarantee reservation.
- All hotel accommodation bookings must be accompanied by a minimum one night's room rate or credit card details in order to secure a reservation.
- Bookings made after **6 July 2010** must be secured with credit card details.
- The deposit is non-refundable at **6 July 2010** and will be forfeited if you do not arrive on the date for which you have booked or you cancel your accommodation. Cancellations must be made in writing to the Accommodation Managers.
- For all bookings that have been paid in full. Please note if you do not arrive at the hotel on the specified date the hotel will hold the room for each paid night and all monies will be retained by the hotel.

PAYMENT SUMMARY

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

A Registration AUD _____

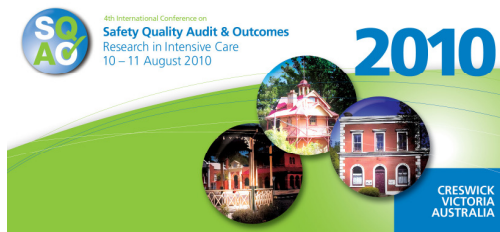
B Social Functions AUD _____

C Airport Transfers AUD _____

D Accommodation AUD _____

Please provide credit card details below to guarantee reservations.

TOTAL AMOUNT AUD _____



Method of Payment:

Please find enclosed **cheque/money order** payable to 'SQAO 2010 Conference'
Incorrectly drawn cheques will incur bank fees. **Payment must be made in Australian Dollars.**

OR

Please charge the Total Amount above to the following credit card: **MasterCard** **Visa** **AmEx** **Diners**

Please note all Registration transactions by credit card will appear on your statement as payment to: arinex.

| | |
|-------------------|-------------|
| Cardholder's Name | Expiry Date |
| Card No. | Signature |

NOTE: Your registration will not be processed or confirmed if payment is not forwarded with this form.

Please complete and return this form to:

SQAO 2010 Conference Managers
arinex Pty Limited
GPO Box 128
Sydney, NSW 2001, AUSTRALIA
Phone: 1300 799 691 (Australia) or +61 2 9265 0890 (International)
Fax: +61 2 9265 0880
Email: sgao2010@arinex.com.au

If you require additional information please visit the Conference website: www.sgao2010.com

CANCELLATION AND PRIVACY STATEMENT

SQAO 2010 Conference Registration

Registration cancellations received in writing at the SQAO Conference Office by **6 July 2010** will be accepted and all registration fees refunded less an A\$100.00 administration fee. After **6 July 2010** registration is non-refundable however transfer of your registration to another person is acceptable. The full name and details of the person who will replace you along with their contact details must be advised in writing to the SQAO Conference Managers prior to the Conference. No refunds will be made for non-attendance at the Conference.

Accommodation:

The deposit is non-refundable at **6 July 2010** and will be forfeited if you do not arrive on the date for which you have booked or you cancel your accommodation. Cancellations must be made in writing to the Accommodation Managers.

For all bookings that have been paid in full. Please note if you do not arrive at the hotel on the specified date the hotel will hold the room for each paid night and all monies will be retained by the hotel.

Airport Transfers:

- Before **28 June 2010** cancellations will be accepted
- On or before **26 July 2010** will receive a 50% refund of fees paid
- After **26 July 2010** there will be no refund

Please note that if the minimum number required for the transfers is not met the airport transfer will not be available.

Privacy Statement

Australia operates under the Privacy Amendment (Private Sector) Act 2000. The SQAO 2010 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 SQAO 2010 Conference will be only used for the purposes of planning and conduct of the SQAO 2010 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 SQAO 2010 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 SQAAC 2010 Conference. Individuals are also entitled to access the information held by written application to the SQAAC 2010 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 SQAAC 2010 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.

If you plan to attend the Pre Conference Clinical Registries Workshop and haven't already registered please visit: www.sgao2010.com/clinical-registries-workshop