



7-9 April 2010

REGISTRATION FORM

- 1. Return completed form with accompanying payment to: On Q Conference Support, PO Box 3711, Weston Creek ACT 2611
2. A separate form must be used for each delegate.
3. Delegates may also REGISTER ONLINE by accessing the website http://www.cdaa.org.au

TAX INVOICE
ALL PRICES INCLUDE GST
ABN 81 053 778 740

SECTION 1: PERSONAL DETAILS

Title: First name: Surname:
Position: Organisation:
Address: City: State: Postcode:
Telephone: (w) (Mobile/Home) Fax:
Email: Accompanying Guest

Privacy: Your organisation and email details as given in this form (and any subsequent amendment) will be included in the Delegate List produced for the Conference which may be supplied to organising bodies, sponsors, exhibitors and delegates attending the Conference.

Please tick if you do not consent to having your details included on the 2010 Conference Delegate List.

SECTION 2: SPECIAL REQUIREMENTS

Dietary: Mobility:

SECTION 3: REGISTRATION FEES

Please read the following registration information before proceeding:

- Early Bird and Standard Registration includes daily catering, the Welcome Reception and the Conference Dinner but excludes the PD day activities. Please indicate attendance at social functions. If you do not indicate, no ticket will be issued for you. Please select early! Bookings MUST be made in advance and we cannot issue tickets for functions within two days of the event.
Corporate Registration (5+ Delegates) rate is only available until close of early bird which is 22 February 2010. To utilise this registration category, all delegates MUST be from the same organisation and must all register within the early bird cut off date and within a reasonable time frame of each other, indicating clearly that they are part of the organisation's package.
Day Registration includes daily catering but does not include attendance at any of the Conference social functions (specifically the Welcome Reception or the Conference Dinner). Day Registrants may attend these functions by ticking the appropriate boxes below and including the cost with the final payment.
Presenter Registration rate may only apply to a maximum of TWO presenters for any one workshop. If there are more than two presenters to a workshop, the early bird rate will apply to others. If a Workshop Presenter chooses to attend for one day only, the Student day rate will apply.
Exhibitor Extra Registration includes 3 days attendance and daily catering including the Welcome Reception. This registration does not include the Conference Dinner. Exhibitor Extra Registrants wishing to attend the Conference Dinner, may attend this function by ticking the appropriate box below and including the cost with the final payment.
Professional Development Day - Information on the PD activities are detailed in the conference pages on the CDAA website. Two separate activities are planned - Masterclass with Prof Norm Amundson and a PD Field Trip to three sites to investigate how they practice sustainability. The Field Trip cost includes day catering. The Field Trip is dependent on numbers registering - we will require a MINIMUM of 20 delegates to register for this event. If the event is cancelled due to insufficient registrations, any monies paid by delegates will be refunded. All delegates registered for the field trip will be advised well in advance should the trip be cancelled. Delegates wishing to attend either of these PD Day events should select and pay for these through this Registration Form.

Fees are stated in \$AUD and are inclusive of GST

Table with 4 columns: Registration Category, Early Bird (Before 22 Feb 2010), Standard Rate (After 22 Feb 2010), and Daily Rates (Wed, Thu, Fri). Rows include CDAA Member, Non CDAA Member, Corporate Registration, Full Time Students, Exhibitor Extra Registration, and Presenter Registration.

**Please advise the Workshop Session you are presenting at:

Fees are stated in \$AUD and are inclusive of GST

Table with 3 columns: Registration Category, Conference Delegate, and Not attending Conference. Rows include Masterclass - Prof Norm Amundson and PD Field Trip to sustainability sites.

Total Registration \$

Please turn over for Social Functions and Accommodation Bookings

SECTION 4: SOCIAL FUNCTIONS

Social Functions are not included for Day Registrations or Accompanying Guests. Please note that you MUST indicate to attend the Conference Dinner as this is a ticketed event. If you do not indicate attendance by ticking the box, no ticket will be issued for you. *Please select early! Bookings MUST be made in advance. and we cannot issue tickets for functions within two days of the event.*

- **Welcome Reception (sponsored by GTA), Tuesday 6 April : 6.00pm to 7.30pm** (included in full registrations)
 - YES, I wish to attend the Welcome Reception. I would like to buy ___ additional tickets @ \$40 per person
- **Civic Reception, Wednesday 7 April : 6.00pm to 7.00pm** Adelaide Town Hall. Hosted by the Mayor, this function is free. As numbers are limited, preference will be given to delegates purchasing full registrations.
 - YES, I would like ___ tickets to the Civic Reception. (One guest per registrant).
- **ICHM Dinner, Wednesday 7 April : 6.15pm to 10.00pm** Regency Park. This function is free and numbers are limited.
 - YES, I would like ___ tickets to the Civic Reception. (One guest per registrant).
- **Conference Dinner, Thursday 8 April : 7.00pm for 7.30pm** (included in full registrations, however you MUST indicate attendance)
 - YES, I will attend the Conference Dinner I would like to buy ___ additional tickets @ \$95 per person

Social Functions Total AUD \$ _____

SECTION 5: ADVERTISING

Conference Brochure Advertisements

- Full Page \$660
- Half Page \$440
- Quarter Page \$220

SECTION 6: ACCOMMODATION

Please indicate your hotel/room preference by placing 1 and 2 on the lines provided. Every effort will be made to arrange for your first preference. If you should prefer accommodation other than that listed below, please don't hesitate to call On Q Conference Support on 02 6288 3998. Please note that bookings will only be accepted if a deposit (of 1 night's stay minimum) is paid. Any outstanding balance and incidentals are then to be fixed with the hotel upon check out. Please note that a full outline of the accommodation options and room styles can be found on the conference pages of the CDAA website - www.cdAA.org.au

Date In: _____ ETA: _____ Date Out: _____ Smoking Non-Smoking

I will be accompanied by, or have arranged to share with: _____

Property	Room Type	Cost	Preference
Hilton Adelaide Hotel 233 Victoria Square, Adelaide SA 5000 www1.hilton.com	Single / Double / Twin	Hilton guest room	\$225.00 _____
	Single / Double / Twin	Hilton deluxe room	\$285.00 _____
	Single / Double / Twin	Hilton deluxe plus room	\$300.00 _____
	Single / Double / Twin	Hilton executive room	\$330.00 _____
	Single / Double	Hilton junior suite	\$625.00 _____
	Single / Double	Hilton executive suite	\$725.00 _____
Medina Grand Adelaide Treasury 2 Flinders Street, Adelaide SA 5000 www.medina.com.au	1-Bedroom Apartment - full facilities		\$220.00 _____
	2-Bedroom Apartment - full facilities		\$325.00 _____

Accommodation Total AUD \$ _____

Please complete the following:

- I will be paying for ___ night(s) and will settle any outstanding balance and incidentals
- Please process my credit card for the full amount of the booking.

ACCOMMODATION REFUND/CANCELLATION: Any cancellations of accommodation must be made in writing to the Conference Manager thirty days prior to the Conference (6 March 2010). Any cancellation made after this date, will be accepted, however the accommodation monies paid *may not be refunded* in all instances. *This is hotel policy.* Please note that if you provide credit card details and cancel after 6 March 2010, the hotel is also entitled to deduct one night's accommodation in lieu.

CONFERENCE CANCELLATION POLICY: All cancellations must be advised in writing. An administration fee of \$90 will be charged for cancellations. No refunds will be granted for cancellations after 6 March 2010. Neither CDAA nor the Conference Organiser are responsible for any loss or damage as a result of alteration to the program, cancellations or postponement of the conference due to unforeseen occurrence or any other event that results in staging of the conference being impractical or impossible. If CDAA is forced to cancel the conference due to unforeseen circumstances, it will only be liable to reimburse the conference fee. Delegates are encouraged to take out their own insurance as necessary to cover potential losses.

SECTION 7: PAYMENT SUMMARY

- Enclosed is my cheque (made payable to CDAA2010)
- Direct Deposit (EFT) — Please indicate this preference and an invoice will be sent to you.
To ensure we take your payment into account, please ensure you provide a receipt of your deposit to cdAA@onqconferences.com.au
- Please charge my credit card. VISA BC MC

Number on card: _____ / _____ / _____ / _____ Expiry date: ____ / ____

Name of cardholder: _____ Signature of cardholder: _____