

AbSec

"Change for our Children"

AbSec Conference 2011

Wednesday 7 – Friday 9 December 2011

ABSEC CONFERENCE REGISTRATION FORM

A. Participant Information *(please print clearly)*

(This name will go onto your name badge)

Surname:

Given Name/s:

Organisation/Agency: Position:

Are you a foster/kinship carer: Yes No

Address:

Post code: State:

Phone: Mobile:

Email:

Do you have any special dietary needs: Yes No

Do you have access requirements i.e. wheelchair: Yes No

Please specify

Would you like your name included on the delegate attendance list: Yes No

B. REGISTRATION

The **Full Registration Fee** includes attendance at all conference sessions, catering during the conference (morning tea/lunch/afternoon tea), conference program/bag and the Welcome reception. **Register before 14 November 2011 and receive FREE CONFERENCE DINNER! Capacity is 300, so get in quick and take advantage of this great deal.**

The **Day Registration Fee** includes attendance at conference sessions on registered day **ONLY**, catering for the registered day (morning tea/lunch/afternoon tea), and conference program/bag. If one day attendees would also like to attend the Conference Dinner they will have to register for the dinner on the following page and add \$100 onto the registration fee.

NOTE: Accommodation is not part of the conference package; delegates are requested to make their own arrangements with either the Chifley Hotel Penrith or other motels in the area (see website www.absec.org.au).

Registration Categories

All prices quoted are in Australian Dollars and are inclusive of Goods and Services Tax (GST)

Registration Category (tick appropriate boxes)	Standard (Includes conference dinner) paid on or before 21 October 2011	Late (Includes conference dinner) paid on or after 22 October 2011 no later than 14 November 2011
Full conference package	\$550 <input type="checkbox"/>	\$650 <input type="checkbox"/>
<u>Day 1 Registration</u> Wednesday 7 December 2011	\$180 <input type="checkbox"/>	\$210 <input type="checkbox"/>
<u>Day 2 Registration</u> Thursday 8 December 2011	\$190 <input type="checkbox"/>	\$230 <input type="checkbox"/>
<u>Day 3 Registration</u> Friday 9 December 2011	\$180 <input type="checkbox"/>	\$210 <input type="checkbox"/>
<u>One Day Conference Dinner Registration</u> Thursday 8 December 2011	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>
TOTAL COST		

C. SOCIAL FUNCTIONS

Thursday 8 December 2011 - AbSec Conference Dinner

Only include payment if you would like to bring additional attendees to the Conference Dinner **or** if you are only registering for one day of the Conference.

IF YOU REGISTER WITHIN STANDARD REGISTRATION DATES DO **NOT** INCLUDE PAYMENT FOR DINNER, HOWEVER PLEASE FILL IN DETAILS BELOW.

I require.....additional dinner ticket/s x \$100.00 ea = \$.....

Name of additional attendee/s.....

.....

NOTE: Payments for the conference dinner are non-refundable after 14 November 2011.

SOCIAL FUNCTION SUB TOTAL: \$.....

Meal Planning

Every attempt will be made to meet your special requirements; however this may not be possible in every case. Please tick below.

Delegate Dietary Requirements:

- Vegetarian
- Vegan
- Allergy to nuts
- Gluten free
- Halal
- Kosher
- Lactose intolerant
- No beef
- No seafood
- Other: _____

Guest Dietary Requirements:

- Vegetarian
- Vegan
- Allergy to nuts
- Gluten free
- Halal
- Kosher
- Lactose intolerant
- No beef
- No seafood
- Other: _____

D. PAYMENT OF FEES

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

B. Registration A\$ _____

C. Social functions A\$ _____

TOTAL AMOUNT A\$

Please **DO NOT** send cash with your registration. Suggested methods of payment are listed below. Please select one.

- Cheque (incorrectly drawn cheques will incur a bank fee)
- Tax invoice
- EFT

- Cheques should be made payable to: **Aboriginal Child, Family & Community Care State Secretariat.**
- Cheque payments must be received within 15 days of registration otherwise your registration will be cancelled.
- Tax invoice payments must be received by 7 November 2011 otherwise your registration will be cancelled.
- Payments may be **EFT to BSB: 062 – 006, Account: 104 278 41.** Please quote your company name and send remittance advice to fax number 02 9559 1669 or email to accounts@absec.org.au

NOTE: Your registration will not be processed or confirmed until your payment has been received in full.

E. CANCELLATION STATEMENT

Registration cancellations received in writing at AbSec by **10 November 2011** will be accepted and all registration fees refunded less a **\$50.00** cancellation fee.

Cancellation after 10 November 2011 is non-refundable. However transfer of your registration to another person is acceptable. The full name and contact details of the person who will replace you must be advised in writing to AbSec by the 25 November 2011.

F. RETURN OF REGISTRATION FORMS

By Post:

Hannah Pritchard
Conference Co-ordinator
PO Box 604
Marrickville NSW 1475

Fax: 02 9559 1669

Email: conference@absec.org.au