



12th Australian Institute of Family Studies Conference Family Transitions and Trajectories

25 – 27 July 2012 Melbourne Convention and Exhibition Centre

CONFERENCE ACCOMMODATION FORM

The preferred method of registration is via the web at: www.aifs.gov.au

TAX INVOICE
ABN: 66 121 965 428

DATE: ____ / ____ / ____

This form allows you to register your accommodation for the 12th Australian Institute of Family Studies Conference 2012. Please print in block letters and keep a photocopy for your record. One form per person please.

Note that all prices quoted are in Australian Dollars and inclusive of Goods and Services Tax (GST). Please note that GST of the accommodation deposit will be included in the final balance of accommodation paid on check out.

By completing this form you have read, understood and agree to both cancellation policies and the privacy statement as stated on this form and on the website.

Please complete and return this form along with your full payment to:

AIFS Conference
 Think Business Events
 Suite 6, 19-23 Hoddle Street
 Richmond VIC 3121
 Fax: +61 3 8610 2170

CONTACT DETAILS

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

Surname: _____ First Name: _____

Organisation: _____

Position: _____

Address: _____

Suburb/Town: _____

State: _____ Country: _____ Zip/Postcode: _____

Bus Telephone: _____ Bus Fax: _____

Mobile Telephone: _____ Home Telephone: _____

Email: _____

ACCOMMODATION

The Conference Office has selected hotels and apartments in the Melbourne area at competitive rates to suit a range of budgets. These are easily accessible to the conference venue, and provide a comfortable and enjoyable stay for delegates.

The conference rates quoted can only be guaranteed when delegates book through the conference registration facilities. Rooms can be booked via the conference registration form until Tuesday 19 June 2012. After this date bookings are subject to availability.

To secure a hotel accommodation booking, a deposit of one night's tariff is required, which must accompany the accommodation form.

Please mark your preference numerically in sequential order – up to three preferences:

HOTEL	ROOM TYPE	RATE – Room Only The rates below are per room per night
HILTON SOUTH WHARF 5 Star Rating 2 Convention Centre Pl, South Wharf http://hiltonmelbourne.com.au Adjacent to Convention Centre	King Bed Guest Room	<input type="radio"/> \$245.00
MELBOURNE SHORT STAY 4.5 Star Rating 186 City Road, Southbank www.shortstay.com.au 10 min walk to Convention Centre	One Bedroom	<input type="radio"/> \$219.00
	Two Bedroom	<input type="radio"/> \$329.00
RENDEZVOUS HOTEL 4.5 Star Rating 328 Flinders St, Melbourne www.rendezvous-hotels.com 15 min walk to Convention Centre	Standard Queen	<input type="radio"/> \$180.00
	Standard Twin	<input type="radio"/> \$180.00
TRAVELODGE SOUTHBANK 3.5 Star Rating 9 Riverside Quay Southbank www.travelodge.com.au 10 min walk to Convention Centre	Standard Queen	<input type="radio"/> \$145.00
	Standard Twin	<input type="radio"/> \$145.00
METRO APARTMENTS 4 Star Rating 18 Bank Place, Melbourne www.metrohotels.com.au 15 min walk to Convention Centre	One Bedroom Apartment	<input type="radio"/> \$149.00

NB: if greater occupancy per room is required than stated above, additional fees may apply. Please forward written requests to the conference office.

Arrival Date: / July / 2012

Arrival Time (check in 3.00pm onwards):

Departure Date: / July / 2012 (check out approximately 10:00am)

Early/Late Arrival: Most hotels allow you to check in from **3pm**. If you wish to check in earlier, additional charges may apply. Please indicate here if you wish to check in prior to 3pm.

If you will be arriving after 6pm, please notify the Conference Office. Failure to advise late arrival may result in your room being released.

Any Special Requirements

I have arranged to share with

Accommodation Conditions: Rooms are being held by the Conference Organisers on behalf of the delegates until 19 June 2012.

Refund/Cancellation: Cancellation before 19 June 2012: The deposit for the first night is refunded, less a \$25 cancellation fee, if the reservation is cancelled before 19 June 2012. Cancellation on or after 19 June 2012: The deposit for the first night is not refunded if the reservation is cancelled on or after 19 June 2012 at all hotels.

PLEASE NOTE: Cancellation 15 – 0 days prior to arrival date: All rooms cancelled 15-1 days prior to arrival will incur 100% cancellation fee. That is, all rooms will be charged at the full accommodation rate for the duration of the booking.

No shows: No shows will be charged at the full accommodation rate for the duration of the booking.

Change of booking: Prior to 19 June 2012, changes to bookings must be forwarded in writing to the Conference Office.

PAYMENT SUMMARY

All payments must be made in Australian Dollars only. Charges paid by credit card will appear as “Think Business Events” on your credit card statement.

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

ACCOMMODATION	\$
TOTAL:	\$

METHOD OF PAYMENT

Cheque Bank Draft

(Cheques/bank drafts payable in Australia Dollars to “Think Business Events”)

Credit Card:* <input type="radio"/> MasterCard <input type="radio"/> Visa	<i>*Diners and AMEX are not accepted.</i>
Cardholder's Name: _____	
Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Signature: _____	Expiry Date: ____ / ____

Privacy Statement – please visit www.aifs.gov.au

