



12th Australian Institute of Family Studies Conference

Family Transitions and Trajectories

25 – 27 July 2012 Melbourne Convention and Exhibition Centre

CONFERENCE REGISTRATION FORM

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

TAX INVOICE

ABN: 64 001 053 079

DATE: ____ / ____ / ____

This form enables you to:

- register to attend the 12th Australian Institute of Family Studies Conference 2012;
- indicate attendance and book guests for Conference Social Events

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).

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

Please complete and return this form along with payment to:

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

CONFERENCE REGISTRATION - 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: _____

Please indicate your area of work/type of organisation (select one option only)

- national government agency
- state/territory government agency
- local government agency
- research organisations
- community services and non-government service providers
- legal/judicial (eg police, courts, etc)

CONFERENCE REGISTRATION - Conditions

Cancellation Statement: Cancellations received in writing at the Conference Office by Tuesday 19 June 2012 will be accepted and all fees refunded less an administration fee of \$100.

Cancellations received after Tuesday 19 June be accepted and will not be refunded.

Transfer of registration: Transfer of your registration to another person is acceptable. The full name and details of the person that will replace you must be advised in writing to the Conference Office prior to the Conference.

Non-attendance: No refunds will be made for non-attendance at the Conference.

CONFERENCE REGISTRATION - Fees (\$ inc GST)

REGISTRATION TYPE	EARLY BIRD*BEFORE 27 APRIL 2012	STANDARD AFTER 27 APRIL 2012
Full Registration	<input type="radio"/> \$790	<input type="radio"/> \$890
Day Registration <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday.	<input type="radio"/> \$380	<input type="radio"/> \$380
TOTAL:	\$	\$

* To qualify for early bird registration, registration fees must be received by 27 April 2012. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

SOCIAL EVENT - Included in Full Conference Registration

The following social function is included as part of a full Conference registration. Please see the website for full details. For catering purposes, please indicate if you will be attending:

FUNCTION	DETAILS	I WILL BE ATTENDING
WELCOME RECEPTION Wednesday 25 July 2012	Melbourne Convention and Exhibition Centre <i>One hour event commencing after the conclusion of the final session</i>	<input type="radio"/> Yes <input type="radio"/> No

SOCIAL EVENT - Not included in Conference Registration

Function: Social Dinner
Date: Thursday 26 July 2012
Time: 7pm onwards

Extend your networking and socialising by stepping out and savouring what Melbourne is known best for - food! Allow us to book your dinner at one of these 6 fabulous restaurants. Please choose ONE restaurant from the options below.

VENUE	I WILL BE ATTENDING (SELECT ONE OPTION)	PLEASE INDICATE IF YOU ARE BRINGING A GUEST(S).
The Boat Builders Yard	<input type="radio"/> Yes	
Byblos Bar and Restaurant	<input type="radio"/> Yes	
Yar Restaurant	<input type="radio"/> Yes	
Othello	<input type="radio"/> Yes	
Melbourne Public House	<input type="radio"/> Yes	
Le Camera Southbank	<input type="radio"/> Yes	

WELCOME RECEPTION EVENT - Additional Tickets

If you have purchased a Day Registration or would like to purchase additional tickets for partners or guests to attend the Welcome Reception with you, please complete the following information:

FUNCTION	DETAILS	NUMBER OF TICKETS/COST
WELCOME RECEPTION Wednesday 25 July 2012	Melbourne Convention and Exhibition Centre <i>One hour event commencing after the conclusion of the final session</i>	_____ x \$60 inc GST
TOTAL:		\$

DIETARY REQUIREMENTS

Please indicate any special dietary requirements.

DELEGATE

Vegetarian Vegan Gluten Free Halal

I have an allergy to: _____

GUEST

Vegetarian Vegan Gluten Free Halal

I have an allergy to: _____

PAYMENT - Summary

All payments must be made in Australian Dollars only and must include the GST component. Charges paid by credit card will appear as "Australian Institute of Family Studies" on your credit card statement.

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

PART A	Conference Registration	\$
PART B	Additional Social Event Tickets	\$
TOTAL:		\$

METHOD OF PAYMENT

Cheque Bank Draft (Cheques/bank drafts payable in Australia Dollars to "AIFS")

Credit Card:* MasterCard Visa

**Diners and AMEX are not accepted.*

Cardholder's Name: _____

Card No: / /

Signature: _____

Expiry Date: ____ / ____

PRIVACY STATEMENT

PRIVACY STATEMENT

The Australian Institute of Family Studies (AIFS) is bound by and committed to supporting the Information Privacy Principles set out in the *Privacy Act 1988*. Think Business Events (TBE) has been engaged by AIFS to manage the AIFS Conference 2012. TBE is subject to the Privacy Amendment (Private Sector) Act 2000 and is contractually obliged to AIFS not to breach the relevant Information Privacy Principles (IPPs 7-10) and must not use or disclose personal information for direct marketing purposes.

USE OF PERSONAL INFORMATION

Information collected in the AIFS Conference 2012 Registration Form will only be used for the purposes for which it is being collected: (i) planning the AIFS Conference 2012; (ii) processing and managing your registration and associated administration (such as hospitality, events, travel and accommodation) including correspondence with you; and (iii) analysis of attendance statistics for Conference evaluation purposes.

AIFS CONFERENCE 2012 DELEGATES LIST

AIFS will produce a Delegates List of delegates for supply to all registered attendees at the Conference. The Delegates List will contain delegates' name and position. Registrants may withhold consent for inclusion of their details in this publication by marking the box below.

NO - please do **not** include my personal information in the Delegates List for the AIFS Conference 2012.

AIFS CONTACT LIST

AIFS seeks to include each Conference delegate's name, affiliation and full contact details into the AIFS Contacts Database to enable dissemination of information about forthcoming AIFS' conferences, seminars and publications. Registrants may withhold consent for inclusion of their details in this database by marking the box below.

NO - please do **not** include my personal information in the AIFS Contact Database.

FOR OUR INFORMATION

How did you find out about the Conference?

Colleague told me

Email/e-newsletter notification

AIFS publication

Newspaper article

Received information in the mail

Website search

Workplace notice board

Other _____