



Australian Society of Archivists  
 Archives and Records Association of New Zealand  
 Pacific Regional Branch of International Council on Archives  
**Joint Conference**  
 14 – 17 October 2009 - Sofitel Brisbane

## REGISTRATION FORM

**COMPLETED FORMS ARE TO BE RETURNED TO OZACCOM: FAX 07 3854-1507  
 PO BOX 104 RBH POST OFFICE QLD 4029**

*A separate Registration Form is required for each delegate to the Conference or pre-Conference Workshops.*

**SECTION A: DELEGATE CONTACT DETAILS**

Last Name.....First Name.....Title.....  
 Name for Badge.....  
 Organisation.....  
 Postal Address.....City.....State.....Postcode.....  
 Telephone (Work).....Facsimile.....  
 Telephone (Other).....Email.....  
 Dietary/Medical/Other Requirements.....

**SECTION B: ACCOMPANYING PERSON (Social Events)**

Last Name.....First Name.....Title.....  
 Name for Badge.....  
 Telephone (Work).....Facsimile.....  
 Telephone (Other).....Email.....  
 Dietary/Medical/Other Requirements.....

**SECTION C: CONFERENCE REGISTRATION**

**Full Registration:** Entry to the Welcome Reception, Conference Dinner and a conference satchel.  
**Day Registration:** DOES NOT include Welcome Reception or Conference Dinner.  
**Student Registration:** Available only to full time students. Please provide proof of current enrolment.

	<b>EARLY BIRD</b> Paid by 31 August 2009	<b>REGULAR</b> Paid by 2 October 2009	<b>LATE</b> Paid after 2 October 2009
<b>Member</b> ASA/ARANZ/PARBICA/ALIA	<input type="checkbox"/> \$595	<input type="checkbox"/> \$695	<input type="checkbox"/> \$745
<b>Member</b> RMAA	<input type="checkbox"/> \$671	<input type="checkbox"/> \$761	<input type="checkbox"/> \$806
<b>Non Member</b>	<input type="checkbox"/> \$745	<input type="checkbox"/> \$845	<input type="checkbox"/> \$895
<b>Student</b> (including Welcome Reception & Conference Dinner)		<input type="checkbox"/> \$370	
<b>Student</b> (excluding Welcome Reception & Conference Dinner)		<input type="checkbox"/> \$225	

**Day Registration**

<b>Member</b> ASA/ARANZ/PARBICA/ALIA	\$325	<input type="checkbox"/> Friday 16 October 2009	<input type="checkbox"/> Saturday 17 October 2009
<b>Member</b> RMAA	\$360	<input type="checkbox"/> Friday 16 October 2009	<input type="checkbox"/> Saturday 17 October 2009
<b>Non-Member</b>	\$400	<input type="checkbox"/> Friday 16 October 2009	<input type="checkbox"/> Saturday 17 October 2009

**SUB-TOTAL SECTION C.....**

**SECTION D: ADDITIONAL TICKETS FOR SOCIAL FUNCTIONS**

A ticket to the Welcome Function, Gala Dinner and daily lunch is included in the full registration fee. If you would like to purchase an additional ticket/s, please complete the information below.

<input type="checkbox"/> ATCamp Bleeding Heart Galley—Wednesday 14 October	\$25 per person	Tickets Required: # .....	Subtotal \$.....
<input type="checkbox"/> XXXX Brewery Tour—Wednesday 14 October	\$35 per person	Tickets Required: # .....	Subtotal \$.....
<input type="checkbox"/> Welcome Reception—Thursday 15 October	\$45 per person	Tickets Required: # .....	Subtotal \$.....
<input type="checkbox"/> Conference Dinner—Saturday 17 October	\$90 per person	Tickets Required: # .....	Subtotal \$.....

**SUB-TOTAL SECTION D.....**

**PLEASE COMPLETE ALL PAGES OF THIS FORM AND RETURN TO OZACCOM**

**OzAccom & OzWings:  
 PO Box 104 RBH Post Office Q 4029  
 P: 07 3854-1611 Toll free: 1800 814 611 F: 07 3854-1507 E: ozaccom@ozaccom.com.au**



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**SECTION E: PRE-CONFERENCE WORKSHOPS**

	Member ASA/ARANZ/PARBICA/ALIA	Member RMAA	Non-member
<b>W1 UNESCO Memory of the World</b> <i>Wednesday 14 October, 9am – 5pm</i>	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$144.00	<input type="checkbox"/> \$160.00
<b>W2 Conservation</b> <i>Wednesday 14 October, 9am–12.15pm</i>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00
<b>W3 Advocacy for Small Archives</b> <i>Wednesday 14 October, 9am–12.15pm</i>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00
<b>W5 Australian Women's Archives Project</b> <i>Wednesday 14 October, 2pm–5pm</i>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00
<b>W6 Digital Futures</b> <i>Wednesday 14 October, 2pm–5pm</i>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00
<b>W7 Reference, Access and Public Programs</b> <i>Thursday 15 October, 9am–3pm</i>	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$144.00	<input type="checkbox"/> \$160.00
<b>W8 Describing Archives in Context</b> <i>Thursday 15 October, 9am–1pm</i>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$100.00

**SUB-TOTAL SECTION E.....**

**SECTION F: ACCOMMODATION**

**SOFITEL BRISBANE**

**Superior King Room/Superior Twin \$225.00 / Luxury King/Twin \$255.00 / Club King/Twin \$315.00**

Sofitel Brisbane is centrally located in the city's commercial district, within easy walking distance to major businesses, department stores and shopping malls. The design of the 413 guest rooms and suites reflects a contemporary feel, offering an abundance of natural filtered light. Sofitel Brisbane offers the discerning diner a variety of top class international restaurants and features 2 bars, a fitness centre, swimming pool and sauna.

**OAKS LEXICON APARTMENTS**

**One Bedroom \$179.00 / Two Bedroom \$269.00**

Conveniently located in the heart of the CBD, the Oaks Lexicon Apartment Hotel is one of Brisbane's newest and most contemporary buildings. With beautifully appointed one and two bedroom apartments, Oaks Lexicon Apartment Hotel combines the outstanding facilities and service of a modern luxury hotel with the privacy and spaciousness of a fully self-contained apartment all within minutes from the Queen Street Mall, Riverside and the Brisbane Convention Centre.

**IBIS BRISBANE**

**Standard Single/Double/Twin Room \$149.00**

Situated close to the banks of the Brisbane River adjoining the Mercure Hotel Brisbane. The hotel is within easy walking distance to some of Brisbane's major tourist attractions and the city centre offering spacious rooms and modern décor.

Room Type.....Share With.....

Arrival Date.....Departure Date.....

ETA.....ETD.....Special Requests.....

**Deposit Enclosed: \$.....**

To secure and confirm your accommodation, credit card details are required as a guarantee. These details will be passed on to the hotel and it is at the hotel's discretion as to whether a deposit will be charged prior to arrival. An imprint will be required upon check in and your full account is to be settled with the hotel on departure. *NB No monies will be debited from your credit card by OzAccom for accommodation.* Alternatively, a deposit of one night's accommodation by cheque is acceptable. Cheque payments should be made payable to OzAccom Pty Ltd. International delegates must provide an international bank draft, in Australian Dollars and drawn on an Australian Bank and Branch.

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**For planning purposes, allocation of rooms etc, please indicate your attendance options below.**

*I am planning to attend the following sessions and events:*

### Wednesday 14 October

- W1 UNESCO Memory of the World Workshop (9am – 5pm)
- W2 Conservation Workshop (9am – 12:15pm)
- W3 Advocacy of Small Archives Workshop (9am – 12:15pm)
- Briefing on Review of Statement of Knowledge for Recordkeeping Professionals (1:30pm – 2:00pm)
- W4 Workshop on Statement of Knowledge for Recordkeeping Professionals (2pm – 5pm) - FREE
- W5 Australian Women's Archives Project Workshop (2pm – 5pm)
- W6 Digital Futures (2pm – 5pm)
- ATCamp Bleeding Heart Galley (6pm–10pm)
- XXXX Brewery Tour (from 6:30pm)

### Thursday 15 October

- W7 Reference, Access and Public Programs Workshop (9am – 3pm)
- W8 Describing Archives in Context Workshop (9am – 1pm)
- ASA AGM Briefing Session (1:30pm – 3pm)
- ASA AGM (3:30pm – 5pm)
- Welcome Reception (and Awards) (6pm – 7:30pm)

### Special Interest Group AGMs:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Business Archives     | <input type="checkbox"/> Collecting Archives       | <input type="checkbox"/> Electronic Records   |
| <input type="checkbox"/> Indigenous Issues     | <input type="checkbox"/> Local Government Archives | <input type="checkbox"/> Reference and Access |
| <input type="checkbox"/> Religious Collections | <input type="checkbox"/> School Archives           | <input type="checkbox"/> University Archives  |

### Friday 16 October 2009

- Breakfast Session - Proudly Sponsored by Ancestry.com/The Generations Network (8:00am-9:00am)
- |              |                                 |                                    |   |
|--------------|---------------------------------|------------------------------------|---|
| 11am–12.30pm | <input type="checkbox"/> Memory | <input type="checkbox"/> Integrity | <input type="checkbox"/> Sustainability |
| 1.30–3pm     | <input type="checkbox"/> Memory | <input type="checkbox"/> Integrity | <input type="checkbox"/> Sustainability |

### Saturday 17 October 2009

- Breakfast Session - Proudly Sponsored by National Film and Sound Archive (8:00am-9:00am)
- |              |                                 |                                    |   |
|--------------|---------------------------------|------------------------------------|---|
| 11am–12.30pm | <input type="checkbox"/> Memory | <input type="checkbox"/> Integrity | <input type="checkbox"/> Sustainability |
| 1.30–3pm     | <input type="checkbox"/> Memory | <input type="checkbox"/> Integrity | <input type="checkbox"/> Sustainability |

### Conference Dinner

- Attending       Not Attending

### PRE & POST CONFERENCE TOURING

There are a number of ways to experience Brisbane, should you wish to extend your stay before or after the Conference. OzWings offer tailored touring options to suit your budget. Perhaps you might like to feed the dolphins at Moreton Island or climb the Story Bridge. If you are interested in pre and post Conference touring, please contact OzWings on 1800 814 611.

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### SECTION F: TERMS & CONDITIONS

*Please note: all prices quoted are in Australian Dollars.*

**Cancellation**—All cancellations must be submitted in writing to OzAccom via email **ozaccom@ozaccom.com.au** or by fax to **+61 7 3854 1507**. Cancellations made before 3 October 2009 will be refunded less A\$100 to cover administration costs. There will be NO refunds after this time. Substitute delegates will be accepted before 3 October 2009 and must be advised in writing to OzAccom. Late registrations refers to registrants who register after 2 October 2009. Satchels and their contents, function tickets etc cannot be guaranteed for late registrants.

The Conference organisers reserve the right to cancel or vary activities if minimum numbers are not reached or if maximum numbers are exceeded. Optional social functions and additional ticket cancellations will not be refunded if participation is cancelled less than 48 hours prior to the activity. The conference host body, organising committee and their agents act only as organisers of these activities and do not accept responsibility for any act or omission on the part of the service providers. No liability is accepted for inaccuracy, misdescription, delay, damage, death or personal injury

**Accommodation**—All accommodation rates are listed in Australian dollars and are valid for the event only if booked through OzAccom. Rates include GST, are quoted on a per room per night basis and are for the room only. Rates and all information are current at time of printing and are subject to change without prior notification. Bookings made after 14 September 2009 may be subject further terms & conditions. Cancellations made within 7 days prior to arrival will incur a penalty. It is at the hotel's discretion as to cancellation penalty charged and may range from 1 night's accommodation up to the total cost of stay booked.

### CONFERENCE AIR TRAVEL (OPTIONAL)

We are pleased to advise Qantas, Jet Star and Virgin Blue Airlines are available for your event travel, with all bookings being processed through OzWings (a division of OzAccom). OzWings is a licensed travel agent, please contact our office for all your travel requirements. Please note there is a \$29.50 travel management fee per flight booking.

Please indicate your requirements below.

**FOR ASSISTANCE WITH TRAVEL INSURANCE: Ph 1800 814 611**

Departure Date:...../...../..... Departure Airport:..... Preferred Time: : am/pm

Return Date:...../...../..... Return Airport:..... Preferred Time: : am/pm

Class of Travel (Please indicate).....

Frequent Flyer No & Airline:.....

Please fill in the above details and our travel consultants will contact you to finalise details and arrange payment.

**Qantas:**  Super Saver  Economy Class  Business Class

**Virgin Blue:**  Fully Flexible Fare  Saver Fare (Conditions Apply) - payment must be made at the time of booking

### PAYMENT INFORMATION

<b>Total Section C</b>	<b>Conference Registration</b>	\$ _____ .00
<b>Total Section D</b>	<b>Additional Function Tickets</b>	\$ _____ .00
<b>Total Section E</b>	<b>Pre-Conference Workshops</b>	\$ _____ .00
<b>Accommodation Deposit</b>	<i>(1 night deposit)</i>	\$ _____ .00

**Cheque Payments:** (Please make payable to OzAccom Pty Ltd)

**Credit Card Payments:** (Please provide details below)

MasterCard  Visa  Amex  Diners Club

Credit Card Number..... Expiry Date.....

Cardholder's Name..... Signature.....

**THANK YOU FOR YOUR REGISTRATION.  
 PLEASE ENSURE ALL SECTIONS HAVE BEEN COMPLETED AND RETURN TO OZACCOM**

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**A TAX INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT**