

## ACCOMMODATION & TRAVEL BOOKING FORM

### ACCOMMODATION SELECTION

<b>HILTON SOUTH WHARF</b> 3 minute walk to the MCEC Hilton Guest Room \$230	<b>5 STAR</b>
<b>CROWN TOWERS</b> 3 minute walk to MCEC Deluxe Room \$290	<b>5 STAR</b>
<b>CROWN METROPOL</b> 3 minute walk to MCEC Luxe Room \$260 Corner King Room \$315 - Additional \$55 per person to include Club Access	<b>5 STAR</b>
<b>CROWN PROMENADE</b> 5 minute walk to the MCEC Standard Room \$240 Corner King Room \$300	<b>4.5 STAR</b>
<b>MANTRA SOUTHBANK</b> 10 minute walk to MCEC 2 Bedroom \$322	<b>4.5 STAR</b>
<b>CROWNE PLAZA*</b> 3 minute walk to the MCEC Standard Room \$205	<b>4 STAR</b>
<b>MELBOURNE SHORT STAY APARTMENTS**</b> 10 minute walk to MCEC—Southbank Central 2 Bedroom, 1 Bathroom \$229 2 Bedroom, 2 Bathroom \$249 3 Bedroom \$369	<b>4 STAR</b>
<b>HOTEL ENTERPRIZE</b> 5 minute walk to MCEC Classic Courtyard Room \$120	<b>3.5 STAR</b>

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 19 April 2010 may be subject to further terms & conditions. \*Crowne Plaza charge a cancellation fee of 1 night's accommodation from 30 days prior to arrival. \*\*Melbourne Short Stay Apartments have a 3 night minimum stay policy.

### DOMESTIC AIR TRAVEL

We are pleased to advise Qantas, Jet Star and Virgin Blue Airlines are available for your convention travel, with all domestic 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 \$33.00 travel management fee per flight booking.

Please indicate your requirements below.

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

### DELEGATE CONTACT DETAILS

Last Name:.....  
 Name:..... Title:.....  
 First Name:.....  
 Organisation: .....  
 Mailing Address:.....  
 City: ..... State:..... Postcode:.....  
 Telephone (Work): .....  
 Facsimile:.....  
 Telephone (Mobile):.....  
 Email:.....  
 Hotel 1st Preference: .....  
 2nd Preference: .....  
 Room Type: .....  
 Share With: .....  
 Arrival Date: .....  
 Departure Date: .....  
 Arrival Time: ..... Departure Time: .....  
 Special Requests: .....

### DEPOSIT REQUIREMENTS (Deposit = One night's rate)

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.

### CREDIT CARD DETAILS

Type of Card: .....  
 Card Number: .....  
 Expiry Date: ...../.....  
 Cardholder's Name: .....  
 Cardholder's Signature: .....

Though every effort is made to secure your accommodation preference, should the hotel have a full-house situation, your second preference will automatically be selected. Written confirmation will be advised by email (if no email address supplied, a confirmation letter will be forwarded by post). Accommodation Tax Invoices will be issued by your chosen hotel upon checkout.

**THANK YOU FOR YOUR BOOKING  
PLEASE FORWARD YOUR COMPLETED FORM TO OZACCOM**

**Ozaccom & Ozwings:**

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