

## OECD LEED PARTNER REGISTRATION FORM

### SECTION A: DELEGATE CONTACT DETAILS

Surname:	Given Name:	Salutation:
Organisation:		
Division (If applicable):		
Mailing Address:		City:
State:	Country:	Postcode:
Telephone (Work):	Mobile:	
Email:		
Special Request (Dietary Requirements etc):		
<input type="checkbox"/> I require an Invitation Letter for visa purposes		

### SECTION B: OECD LEED REGISTRATION

As an OECD LEED member your registration has been covered by the OECD LEED partnership with NESAs. This registration entitles you to attendance at all Congress sessions, morning/afternoon tea, lunch, Congress satchel, Welcome Reception, and Congress Dinner.

### SECTION C: SOCIAL FUNCTIONS

Please indicate your social function attendance below also highlighting if you require additional tickets.

<b>ATTENDANCE</b>		
Welcome Reception (Wednesday 24 March 2010)	<input type="checkbox"/> Attending	<input type="checkbox"/> Not Attending
Congress Dinner (Thursday 25 March 2010)	<input type="checkbox"/> Attending	<input type="checkbox"/> Not Attending
<b>ADDITIONAL TICKETS REQUIRED</b> <i>Please only complete this section if you require additional tickets</i>		
Welcome Reception (Wednesday 24 March 2010)	AUD 75.00 per person x ____ tickets = ____	
Congress Dinner (Thursday 25 March 2010)	AUD 150.00 per person x ____ tickets = ____	
<b>SUB TOTAL SECTION C AUD</b> _____		

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### SECTION D: ACCOMMODATION

<p><b>Grand Hyatt Melbourne - CONGRESS VENUE - 5 star</b> All rates quoted are room only. A full buffet breakfast is available in "Collins Kitchen" at an additional cost of \$38.00 per person per day and can be arranged with hotel reception on check in.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Grand King Room AUD 280.00</td></tr> <tr><td style="padding: 2px;">Grand View King Room AUD 305.00</td></tr> </table>	Grand King Room AUD 280.00	Grand View King Room AUD 305.00
Grand King Room AUD 280.00			
Grand View King Room AUD 305.00			
<p><b>Novotel on Collins - 4 star</b> All rates quoted are room only. A full buffet breakfast is available in "Michel's Restaurant" at an additional cost of \$35.00 per person per day and can be arranged with hotel reception on check in.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Standard Queen Room AUD 215.00</td></tr> <tr><td style="padding: 2px;">Standard Queen Room AUD 315.00 (Available 25 March only due to special event)</td></tr> </table>	Standard Queen Room AUD 215.00	Standard Queen Room AUD 315.00 (Available 25 March only due to special event)
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Standard Queen Room AUD 315.00 (Available 25 March only due to special event)			
<p><b>Mantra 100 Exhibition Street - 4 star</b> All rates quoted are room only. Breakfast is not offered at Mantra 100 Exhibition Street</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">One Bedroom Apartment AUD 172.00 (One queen bed, one sofa)</td></tr> <tr><td style="padding: 2px;">Two Bedroom Apartment AUD 262.00 (Two queen beds, one sofa)</td></tr> </table>	One Bedroom Apartment AUD 172.00 (One queen bed, one sofa)	Two Bedroom Apartment AUD 262.00 (Two queen beds, one sofa)
One Bedroom Apartment AUD 172.00 (One queen bed, one sofa)			
Two Bedroom Apartment AUD 262.00 (Two queen beds, one sofa)			

Please indicate your accommodation preference and requirements below:

Hotel Preference:	2nd Preference:
Room Type:	Share with:
Arrival Date:	ETA:
	Departure Date:

### SECTION E: ACCOMMODATION DEPOSIT DETAILS

A deposit is required to secure and confirm your accommodation. This can be provided by either credit card or cheque, and will be equivalent to one night's accommodation.

If utilising your credit card, please complete the payment section H, by ticking the box marked credit card. In ticking this box the accommodation venue may charge the equivalent of one night's accommodation to your credit card prior to arrival. (An imprint of your credit card 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 Ozacom Pty Ltd for accommodation.) Alternately, if you are paying the one night deposit requirement by cheque, tick the cheque payment box and insert the accommodation deposit of one night where stated in section H and include this amount in the cheque total.

International delegates choosing to pay by cheque must provide an international bank draft in Australian Dollars and drawn on an Australian Bank and Branch.

**SUB TOTAL SECTION D/E AUD** \_\_\_\_\_

### SECTION F: AIR TRAVEL REQUIREMENTS

Ozswings Travel, a division of Ozacom Pty Ltd, has been appointed to assist delegates with their travel needs. Ozswings is able to assist you with Domestic and International travel. By completing the below, an Ozswings consultant will contact you to discuss the flight options available for your intended travel. Alternately please contact Ozswings on 1800 814 611. Travel Management fees apply.

Departure Airport:	Departure Date:	Departure Time:
Return Airport:	Return Date:	Return Time:
Airline:	Frequent Flyer No.:	Class of Travel:

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### SECTION G: PAYMENT

<b>Social Functions</b>	<b>Section C</b>	<b>AUD</b> _____
<b>Accommodation Deposit (1 night deposit)</b>	<b>Section D/E</b>	<b>AUD</b> _____
<b>TOTAL</b>		<b>AUD</b> _____
<input type="checkbox"/> Cheque Payments: (Payable to Ozacom Pty Ltd)	<input type="checkbox"/> Credit Card Payments: (Please provide details below)	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex
		<input type="checkbox"/> Diners Club
Credit Card Number:  _ _ _ _   _ _ _ _   _ _ _ _   _ _ _ _	Expiry Date:  _ _ _ _	
Cardholder's Name:		
Cardholders Signature:		

### SECTION H: REGISTRATION AND BOOKING CONDITIONS

No refunds will be made for cancellations received after 24 February 2010. Room rates are valid for the congress only if booked through Ozacom. Accommodation 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. Accommodation bookings made after 24 February 2010 may be subject to further terms & conditions. Please note the Grand Hyatt Melbourne will charge a 100% cancellation penalty for bookings cancelled within 30 days prior of arrival.

Please forward your completed form to:  
Ozacom Pty Ltd

PO Box 104, RBH Post Office 4029

Tel - 07 3854 1611 Fax - 07 3854 1507

Toll Free - 1800 814 611

Email - ozacom@ozacom.com.au

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and Workplace Relations