

2010 BENCHMARKING BEST PRACTICE IN LOCAL GOVERNMENT CONFERENCE

Wednesday July 7 and Thursday July 8, Novotel Brighton Beach, Sydney

FIVE EASY WAYS TO REGISTER: online, phone, fax, email, mail

www.halledit.com.au/bestprac2010

Phone: (03) 8534 5000

Fax: (03) 9530 8911

Email: registration@halledit.com.au

Mail: PO Box 84, Hampton, Vic 3188

ATTENDEES

Delegate 1: Name

Full conference Day 1 Day 2 Dinner

Position _____

Email _____

Delegate 2: Name

Full conference Day 1 Day 2 Dinner

Position _____

Email _____

Delegate 3: Name

Full conference Day 1 Day 2 Dinner

Position _____

Email _____

Delegate 4: Name

Full conference Day 1 Day 2 Dinner

Position _____

Email _____

Special dietary requirements _____

CONTACT DETAILS *Please fill in this section as well as the above*

Organisation _____

Address _____

Suburb _____

Postcode _____

Ph _____

Fax _____

PLEASE NOTE: THIS REGISTRATION FORM SERVES AS A TAX INVOICE WHEN COMPLETED. PLEASE RETAIN A COPY FOR YOUR RECORDS.

CONFIRMATION DETAILS An invoice to Government agencies only will be sent within 5 working days after registration. Places for registered attendees are not confirmed until payment of invoice is received. Once payment is received, confirmation details will be sent within 10 business days. Please contact the Registration Officer at Hallmark Conferences + Events if invoice or confirmation has not been received within this time.

CANCELLATION POLICY A substitute delegate is always welcome. Otherwise, a full refund, less a \$50 admin service charge, will be received for cancellations received in writing (fax or letter) up to two weeks before the event. Documentation and a 50% refund will be sent for cancellations received one week prior to the event. No refunds can be given for cancellations within one week of the event. Every effort will be made to contact each attendee should an event be rescheduled or cancelled by Hallmark Conferences + Events for any reason.

INDEMNITY Hallmark Conferences + Events reserves the right to change the venue and/or speakers of any event due to circumstances beyond our control. In the event of changes to venue or speakers, or cancellation of the event, Hallmark Conferences + Events is indemnified against any or all costs, damages, expenses, including legal fees, which are incurred by the attendee/s. In the case of venue change, all reasonable efforts will be made to inform attendees.

PRIVACY DISCLOSURE The collection of your personal information is governed by privacy laws. Your information is collected for the purposes of processing your registration or to respond to your request to receive information about this Convention and other events by Hallmark Conferences + Events, and to market the products and services of the Convention and our business associates. You may request to gain access to any of your personal information that we have collected. If you do not wish to have your information used for marketing purposes, please contact (03) 9530 8900 or tick the following box

CONFERENCE FEES *(Please indicate number of attendees for each of the below:)*

[] x 2 day Conference and Dinner (\$1050 incl. GST) = []

[] x 2 day Conference only (\$950 incl. GST) = []

[] x 1 Day rate (\$500 incl. GST) = []

[] x Dinner only (\$120 incl. GST) = []

TOTAL AMOUNT = []

PAYMENT METHODS *Payment must be received before the event*

CHEQUE ENCLOSED

All cheques crossed and payable to Hallmark Editions Pty Ltd (*Hallmark Editions Pty Ltd is GST registered, ABN 43 102 605 434*)

Mail cheques to: Hallmark Conferences + Events, PO Box 84, Hampton, Vic 3188. **Please enclose your registration form.**

PLEASE DEBIT MY CREDIT CARD

VISA Mastercard Bankcard

Card Holder's Name _____

Card Number _____

Exp _____

Signature _____

PLEASE FORWARD ME AN INVOICE

Purchase Order No: _____

ACCOMMODATION: For accommodation details please go to www.halledit.com.au/bestprac2010/accommodation

VENUE: Novotel Brighton Beach, Sydney. For further information visit www.halledit.com.au/bestprac2010/venue

CAR PARKING: Available at the hotel. For further information visit www.halledit.com.au/bestprac2010/venue

PUBLIC TRANSPORT: For further information visit www.halledit.com.au/bestprac2010/venue

SUBSTITUTING DELEGATES

If you are unable to attend on both days, you are welcome to share your registration with ONE OTHER colleague from the same organisation. An Administration Fee of \$100 will apply. Entry to the Conference will be by delegate badge only. You must inform Hallmark Conferences + Events if you are substituting delegates. Maximum two delegates may attend from the one registration.