

REGISTRATION FORM

Please register online at www.worldprforum.com or complete and return this form to the forum managers via mail, email or fax. All prices are in Australian Dollars (AUD) and include 10% GST.

Accommodation
bookings close
**11 October
2012!**

WPRF12 Forum Managers

PO Box 1517 Eagle Farm Qld 4009 Australia

T: +61 3 9320 8689

F: +61 3 9320 8699

E: register@worldprforum.com

1. Personal details

Title	<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		
Surname			
First name			
Position			
Organisation			
Postal address			
Suburb/city	State		
Country	Postcode/zipcode		
Phone* (work)	Fax		
Phone* (mobile)			
Email address			
I am a current member of (please ✓)	<input type="checkbox"/> GA	<input type="checkbox"/> PRIA	<input type="checkbox"/> CIPRA
	<input type="checkbox"/> CRPR	<input type="checkbox"/> IABC	<input type="checkbox"/> IPRS
	<input type="checkbox"/> MEPRA	<input type="checkbox"/> PRINZ	<input type="checkbox"/> PRSA
	<input type="checkbox"/> Other (please specify)		
Do you own an iPad or tablet device?	<input type="checkbox"/> yes <input type="checkbox"/> no		
Would you like to enter the draw to win a Swinburne University of Technology Graduate Certificate of Business Management scholarship? Winner can choose from one of the following programs: PR, Organisational Leadership or Risk Management.	<input type="checkbox"/> yes <input type="checkbox"/> no		

*Please ensure you list your country, city and area codes.

If you are an international delegate, please be aware that you are required to apply for a visa to enter into Australia.

2. On-site in case of emergency information

Name of person to contact	
Phone*	
Relationship to you	
Where you are staying during the event? (hotel, address)	

*Please ensure you list your country, city and area codes.

3. Dietary and special requirements

Please note any specific dietary, wheelchair access or other requirements.

<input type="checkbox"/> Gluten free	<input type="checkbox"/> Halal*	<input type="checkbox"/> Kosher*	<input type="checkbox"/> Lactose free
<input type="checkbox"/> Pork free	<input type="checkbox"/> Vegan	<input type="checkbox"/> Vegetarian	
<input type="checkbox"/> Other allergies^ (please specify)			
<input type="checkbox"/> Wheelchair access		<input type="checkbox"/> Other requirement (please specify)	

* Please note that Kosher and Halal meals may incur additional charges.

^ Please contact the forum managers to discuss other dietary requirements and specifics of allergies.

4. Registration fees

Registrations will not be processed without full payment. Full payment must be received by the deadline to receive discounted rate. Please refer to page 11 for inclusions of each registration type

Please tick (✓)	Pre-sale (on or before 30 June 2012)	Earlybird (on or before 18 September 2012)	Standard (on or after 19 September 2012)
Fulltime registration with PRIA Golden Target Awards and forum dinner			
Fulltime member*	<input type="checkbox"/> AUD1,200	<input type="checkbox"/> AUD1,300	<input type="checkbox"/> AUD1,600
Fulltime non member	<input type="checkbox"/> AUD1,500	<input type="checkbox"/> AUD1,600	<input type="checkbox"/> AUD1,900
Fulltime student^	<input type="checkbox"/> AUD900	<input type="checkbox"/> AUD1,000	<input type="checkbox"/> AUD1,100
Fulltime registration (PRIA Golden Target Awards and forum dinner not included)			
Fulltime member*	<input type="checkbox"/> AUD1,100	<input type="checkbox"/> AUD1,200	<input type="checkbox"/> AUD1,500
Fulltime non member	<input type="checkbox"/> AUD1,400	<input type="checkbox"/> AUD1,500	<input type="checkbox"/> AUD1,800
Fulltime student^	<input type="checkbox"/> AUD800	<input type="checkbox"/> AUD900	<input type="checkbox"/> AUD1,000
Day registration			
Day registration member*	<input type="checkbox"/> AUD600	<input type="checkbox"/> AUD700	<input type="checkbox"/> AUD800
Day registration non member	<input type="checkbox"/> AUD800	<input type="checkbox"/> AUD900	<input type="checkbox"/> AUD1,000
Day registration student^	<input type="checkbox"/> AUD450	<input type="checkbox"/> AUD500	<input type="checkbox"/> AUD550
Day of attendance	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	
Accompanying persons' program			
Part program	<input type="checkbox"/> AUD400		
All inclusive program	<input type="checkbox"/> AUD500		
Partners name		Partners mobile number	
Masterclass / research colloquium only			
Non-Forum attendee	<input type="checkbox"/> I am only attending the masterclass / research colloquium (please jump to section 6 of this form)		

* To receive the 'member' rate, delegates must be a current member of the Public Relations Institute of Australia, the Global Alliance (or a member association of the Global Alliance), or the IABC. Membership status will be confirmed at the time of registration.

^ Students must verify that they are a fulltime tertiary student by forwarding a photocopy of their student ID to the Forum managers.

Group registration offer

Special discounted rates for group registrations are available.

Simply send three people from the one organisation and the fourth person attends for free!

I'd like to take advantage of the group registration offer (please tick).

My colleague's details are:

	First name	Surname	Position	Email address
2				
3				
4				

° All four registrations must be employees from the same organisation and have the same registration type in order to receive the group discount. All four registrations must be submitted all together, each with an individual form, with payment, no exceptions. Registrations received by individual employees outside of this transaction will not be eligible for the discount.



5. Social events

Prices are included in the registration fee unless otherwise indicated below. Additional tickets may be purchased. For catering purposes, it is essential you mark every box. Please select (✓) the appropriate box to indicate if you are planning to attend. Please refer to page 11 for inclusions of each registration type

	Fulltime registration	Please tick (✓) to indicate your attendance	Day registration	Ticket price	Total no of tickets	Subtotal
Sunday 18 November 2012						
Welcome reception	Included	<input type="checkbox"/> yes <input type="checkbox"/> no	Not included	AUD80		
Monday 19 November 2012						
PRIA Golden Target Awards and gala dinner	Included*	<input type="checkbox"/> yes <input type="checkbox"/> no	Not included	AUD145		
Tuesday 20 November 2012						
Networking drinks	Included	<input type="checkbox"/> yes <input type="checkbox"/> no	Not included	AUD15		
Total						AUD

* PRIA Golden Target Awards and gala dinner included only for fulltime delegates who purchase the dinner registration package. All other registrants must purchase a guest ticket to attend.

6. Optional program activities

Places within each optional program activity will be limited so register early to secure your seat!

Please tick (✓)	Ticket price	Subtotal
Sunday 18 November		
Masterclass (non-forum attendee)	<input type="checkbox"/> AUD300	
Masterclass (forum attendee)	<input type="checkbox"/> AUD250	
Research colloquium (non-forum attendee)	<input type="checkbox"/> AUD300	
Research colloquium (forum attendee)	<input type="checkbox"/> AUD250	
Wednesday 21 November		
Public relations industry tour	<input type="checkbox"/> AUD100	
Total		AUD

7. Optional pre-forum tours

Participation is limited to one tour per person per day. Please tick (✓) in preference order the tour you would like to attend. Whilst every effort will be made to place you in your first preference, if you have not indicated a second or more preferences and your first choice is unavailable you will not be allocated to any.

Preference	Please tick (✓)	Ticket price	Subtotal
Saturday 17 November—full day tours			
<input type="checkbox"/> 1 <input type="checkbox"/> 2	Yarra Valley vine	<input type="checkbox"/> AUD180	
<input type="checkbox"/> 1 <input type="checkbox"/> 2	Great Ocean Road	<input type="checkbox"/> AUD180	
Sunday 18 November—half day tours			
<input type="checkbox"/> 1 <input type="checkbox"/> 2	Melbourne's foodie delights	<input type="checkbox"/> AUD100	
<input type="checkbox"/> 1 <input type="checkbox"/> 2	Melbourne's hidden treasures	<input type="checkbox"/> AUD100	
Total			AUD

8. Accommodation

Rates are quoted per room per night. All prices are in Australian Dollars (AUD) and include 10% GST. Please indicate your hotel of preference 1–3. Whilst every effort will be made to book your first preference, if you have not indicated a second or more preferences, and your first choice is unavailable, no accommodation will be booked for you.



Please book the following accommodation:

Check in	/	/2012	ETA	Check-out	/	/2012	ETD
Preferences	Hotel			Room type		Price (AUD)	
<input type="checkbox"/> 1	Crown Metropol ★★★★★½ 3 minute walk			<input type="checkbox"/> Luxe room		AUD255	
<input type="checkbox"/> 2				<input type="checkbox"/> Studio room		AUD295	
<input type="checkbox"/> 3							
<input type="checkbox"/> 1	Crown Promenade Hotel ★★★★★ 5 minute walk			<input type="checkbox"/> Standard room		AUD245	
<input type="checkbox"/> 2				<input type="checkbox"/> Corner king room		AUD290	
<input type="checkbox"/> 3							
<input type="checkbox"/> 1	Pensione Boutique Hotel ★★★★★ 10 minute walk			<input type="checkbox"/> Petit double Fully booked		AUD130	
<input type="checkbox"/> 2				<input type="checkbox"/> Standard double Fully booked		AUD140	
<input type="checkbox"/> 3							

Note: Additional charges may apply for an additional number of guests over two people and rollout beds/cots.

I will be accompanied by/have arranged to share with (name):	
I would prefer a non-smoking room:	<input type="checkbox"/> yes <input type="checkbox"/> no
Other requirements: e.g. rollaway bed (may incur extra charge), cot:	

9. Conditions of registration

Please complete all sections of this form to ensure you are correctly registered. By registering for the World Public Relations Forum 2012, delegates agree they have read the terms and conditions set out on this form.

10. Payment method

Payment must accompany your registration form. Forum registration cannot be confirmed until payment is received. Payment must be received by the due date to receive the nominated discount, otherwise the next level of payment will be charged. Credit card details are required to secure accommodation. If you are only providing credit card details and will be paying your registration fees by alternate means, please indicate below.

All prices are quoted in Australian Dollars (AUD) and include 10% GST.

Please select (✓) method(s) of payment. Note: accommodation must be secured by credit card

<input type="checkbox"/> Cheque/international bank drafts —made payable to 'MCI Australia'. Payment must be made in Australian Dollars (AUD), payable on an Australian bank and free of all charges.			
<input type="checkbox"/> Electronic Funds Transfer (EFT) Bank: National Australia Bank Account name: MCI Australia Pty Ltd BSB number: 084-255 Account number: 59 650 0566 To assist in the allocation of your EFT payment, please fax remittance advice to +61 3 9320 8699 or email register@worldprforum.com immediately after payment to ensure prompt allocation of your payment. Please ensure that your name and complete invoice number are included on the transfer notice.			
<input type="checkbox"/> Credit card —all charges as per this form are to be debited to:		<input type="checkbox"/> Credit card —charges for accommodation only are to be debited to:	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club
Name on card			
Card number	<input type="text"/>	<input type="text"/>	Expiry date / <input type="text"/>
Cardholder's signature			
Please note that debits to your credit card, excluding accommodation, will appear as 'Event Planners Australia' or 'MCI Australia' on your credit card statement. A tax invoice will be forwarded to all Australian delegates on receipt of a completed registration form. ABN: 76 108 781 988.			

TERMS AND CONDITIONS

Accommodation booking policy

- Rates advertised are per room per night, in Australian Dollars (AUD) and include 10% GST.
- Room numbers are limited so please ensure you book well before the release date.
- Accommodation **cannot be** booked unless credit card details are received with your registration form. This information will be passed on to the hotel to secure your booking. The hotel may process the debit immediately or wait until check-out.
- If charges are to be the responsibility of a third party, e.g. the guest's company, please provide the Forum managers with a letter from the third party stating what charges are to be covered, e.g. accommodation only, meals, mini bar, phone, fax, internet, laundry, all charges, etc.
- Cancellations and alterations up to **Thursday 11 October 2012** are made by MCI Australia.
- Any cancellations and alterations made by MCI Australia will incur a booking change fee of up to AUD33.
- Guests wishing to cancel or alter bookings after 1600 hours (AEST) on **Thursday 11 October 2012** should contact the hotel directly. These, and "no-shows", may incur penalties at the hotel's discretion, possibly up to 100% of the accommodation stay.
- Cancellation policies for individual hotels are available on the event website and will be included in your confirmation letter. Please ensure you are familiar with your chosen hotel's cancellation policy.
- Check-in prior to 1400 hours is not guaranteed and is at the hotel's discretion, should you wish to guarantee early check you must book and pay for the previous night.
- If you wish to check-in after 1700 hours you must indicate your arrival time on the form to avoid a "no-show" room release penalty.
- Hotels will require an imprint of your credit card at check-in for any incidentals.
- A tax invoice/receipt will be issued by the hotel on check-out.

Disclaimer

World Public Relations Forum 2012, MCI Australia 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 any inaccuracy, misdescription, delay, damage, death or personal injury.

Email communication

- By providing your email address on the accompanying form you consent to be contacted by these methods in relation to this event and future events of this type.
- Should you not wish your details to be used for any of the above purposes, please contact the forum managers via info@worldprforum.com.

Insurance

Delegates must be appropriately covered for travel insurance, including but not limited to repatriation and medical expenses, as well as public liability insurance.

Intention to photograph

Delegates and others are advised that photographs and videos may be taken during the event and reproduced for promotional purposes

Payment

- All prices are in Australian Dollars (AUD) and include 10% GST.
- Payment must accompany your registration form.
- Your registration cannot be confirmed until payment is received.
- Payment must be received by the due date to receive the discount, otherwise the next level of payment will be charged.
- Cheques or drafts must be in Australian currency, drawn on an Australian bank and free of all charges.
- Cheques should be made payable to MCI Australia.
- Payment by credit card is also acceptable. Please note that debits to your credit card will appear as 'Event Planners Australia' or 'MCI Australia' on your statement.
- Faxed registration forms are acceptable only if payment is by credit card.
- Payment may also be made by Electronic Funds Transfer. Please ensure the amount transferred is equal to the total due INCLUDING any bank charges. To assist in the allocation of your payment, please fax transfer advice to +61 (0) 3 9320 8699 or email register@worldprforum.com immediately after payment to ensure prompt allocation of your payment. Please ensure that your name and complete invoice number are included on the transfer notice.
Bank: National Australia Bank
Account name: MCI Australia Pty Ltd
BSB number: 084-255
Account number: 59 650 0566

Registration cancellation policy

- All cancellations, alterations or transfers must be notified in writing to MCI Australia.
- Cancellations received on or before 18 September 2012 will be refunded in full, less 25% of the fee to cover administration costs; no registration refunds will be made after this date.
- As an alternative to cancellation your registration may be transferred to another member of your organisation, subject to a AUD33 processing fee.

Social program cancellation policy

- The forum managers reserve the right to cancel or vary optional activities if minimum numbers are not reached.
- Regrettably, optional social functions and additional ticket cancellations cannot be refunded if participation is cancelled less than 72 hours prior to the event.

Privacy statement

Your name and contact information, including electronic email address, may be included in delegate lists and used by parties directly related to the event such as the organisers, sponsors and approved stakeholders, for purposes such as promotion, networking and administration of this, future events of this type and other promotional purposes. If you do not consent to having your contact details provided to sponsors and other stakeholders, please tick below.

Please note, ticking this box may mean that you will not be updated on relevant events alongside the official event program and other potentially beneficial opportunities (i.e. sponsored symposiums, workshops etc).

- Please remove my contact details from the delegate list provided to sponsors and stakeholders. Only my name and organisation will still be included on the delegate list unless specified to the forum managers MCI Australia info@worldprforum.com.