

Registration FORM

Please accept this form as a Tax Invoice from International Public Works Conference (East Coast Conferences). ABN: 56 515 955 798

All prices are in Australian dollars and include GST.

Delegate Details:

Title	Given Name	Family Name
Preferred name on badge		
Organisation/Company		
Position		
IPWEA or EA member number		
Mailing Address		
City	State	Postcode
Telephone	Facsimile	Mobile

Email (All Conference correspondence will be sent to this email address)

Special Requirements (e.g. Dietary requirements, mobility issues)

Accompanying Person Preferred name on badge

Email (Specific information regarding accompanying partner program will be sent to the is address)

Special Requirements (e.g. Dietary requirements, mobility issues)

Privacy

In registering for this Conference relevant details will be incorporated into a delegate list for the benefit of all delegates. These details may be made available to parties directly related to the Conference including East Coast Conferences, IPWEA, venues and accommodation providers (for the purposes of room bookings and Conference options), key sponsors and parties associated with related Conference. By completing the registration form, you acknowledge that the details supplied by you may be used for the above purposes. Should you not wish your details to be used for these purposes, please contact East Coast Conferences as soon as possible.

Please do not include my name and organisation on the delegate list.

Yes, I would like to be kept informed of future Conferences.

Yes, First time delegate

Yes, I will be attending Robyn Moore workshop

Yes, I will be attending under 35 / international welcome function.
You must be under 35 or an international delegate to attend this event.

Registration

Registration Category	Early Bird		Standard	
	(before 19 July 2019)		(after 19 July 2019)	
Member*	\$1,958	<input type="checkbox"/>	\$2,156	<input type="checkbox"/>
Non-member	\$2,156	<input type="checkbox"/>	\$2,354	<input type="checkbox"/>
Under 35 Member*	\$1,551	<input type="checkbox"/>	\$1,749	<input type="checkbox"/>
Under 35 Non-Member	\$1,716	<input type="checkbox"/>	\$1,914	<input type="checkbox"/>
International^	\$1,441	<input type="checkbox"/>	\$1,639	<input type="checkbox"/>
Student/Retired	\$963	<input type="checkbox"/>	\$963	<input type="checkbox"/>
Day Only Registration	\$875	<input type="checkbox"/>	\$985	<input type="checkbox"/>
Accompanying Partner	\$385	<input type="checkbox"/>	\$385	<input type="checkbox"/>
YIPWEA PD Workshop	\$319	<input type="checkbox"/>	\$385	<input type="checkbox"/>
	registered conference delegates		non-conference attendees	

* Must be a current IPWEA or Engineers Australia Member at the time of the Conference.

^ Applicable to those **not** residing in Australia or New Zealand.

I am 35 or under 35 at the time of the Conference. Date of Birth _____

Day registration - Monday 26 Tuesday 27 Wednesday 28

Registration Total \$ _____

Social Program

To assist with catering please indicate your intentions. Failure to do so will be noted as non-attendance.

Welcome Reception (25 August)

Yes, I will attend the Welcome Reception

Delegate Accompanying Person

(Cost included in full, international delegate and accompanying partner registration)

Extra ticket(s) at \$80 per ticket, number _____

Monday Evening Casual Dinner (26 August)

Yes, I will attend the Monday Evening Casual Dinner

Delegate Accompanying Person

(Cost included in full, international delegate and accompanying partner registration)

Extra ticket(s) at \$150 per ticket, number _____

Grand Platinum Conference Dinner (28 August)

Yes, I will attend the Gala Dinner

Delegate Accompanying Person

Extra ticket(s) at \$170 per ticket, number _____

(Cost included in full, international delegate and accompanying partner registration)

Social Program Total \$ _____

Accommodation

An accommodation block has been made at Hotel Grand Chancellor where the Conference is being held and at The Old Woolstore Apartment Hotel.

Hotel Grand Chancellor
Mountainside Rooms @ \$230
Harbourview Room @ \$265

The Old Woolstore Apartment Hotel
Studio Apartment @ \$150
One Bedroom Apartment @ \$170

Hotel + Room type	Check in	Check out	Number of nights

have been made for the Conference dates only (Checking in on Sunday 25th August and Checking out on Thursday 29th August). Accommodation can be organised outside these dates on a by-request basis only, and room rates may vary outside these dates. All rates quoted are room only, per night for a maximum of 2 people. All bookings are subject to availability.

Please note that bookings will only be confirmed if full payment has been made. The deadline for accommodation bookings through East Coast Conferences is Friday 12th July 2019. Cancellations must be made in writing (fees may apply).

Accommodation Total \$ _____

Technical Tour Options

Technical Tours (Thursday 29 August)

Please note minimum and maximum numbers apply and bookings will be made on a first-come-first-served basis. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items on each tour.

- Technical Tour 1 - \$75
- Technical Tour 2 - \$70
- Technical Tour 3 - \$100
- Technical Tour 4 - \$90

Technical Tour Total \$ _____

Accompanying Person Tours

Please note minimum and maximum numbers apply and bookings will be made on a first-come- first-served basis. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items on each tour.

- Brighton (26 August) \$60pp
- Derwent Valley (27 August) \$95pp
- Coal Valley (28 August) \$90pp

Accompanying Person Tours Total \$ _____

PAYMENT DETAILS

Registration Fee Total	\$
Social Program Total	\$
Accommodation Total	\$
Technical Tours Total	\$
Partner Tours Total	\$
YIPWEA PD Workshop Total	\$
TOTAL TO PAY	\$

PAYMENT

Cheque (payable to: International Public Works Conference)

Electronic deposit BSB: 082-551 Account Number: 33-803-9797 Swift Code: NATAAU33025

Account Name: International Public Works Conference Please email remittance to amy@eastcoastconferences.com.au

Credit Card Card Type: **Mastercard** **Visa** Expiry / CVV:

(will incur a 1.5% processing fee)

Card Number: ○○○○ ○○○○ ○○○○ ○○○○

Name on Card:

Signature of Card Holder:

Please return your completed form, including payment, to:
East Coast Conferences via fax +61 2 6650 9700, post to PO Box 848, Coffs Harbour NSW 2450 or email
amy@eastcoastconferences.com.au

Terms and Conditions

Registration Procedures: All prices include GST and are in Australian Dollars. Ensure you have read and accept the Registration Conditions listed below.

Register online or complete the Registration Form and return to East Coast Conferences via fax +61 2 6650 9700 or post to PO Box 848, Coffs Harbour NSW 2450. You can also scan and email your completed form to amy@eastcoastconferences.com.au.

Include payment details for credit card, cheque (made payable to 'International Public Works Conference') or electronic deposit into Account Name: 'International Public Works Conference'

BSB: 082-551 Account Number: 33 803 9797 Swift Code: NATAAU33025

All international bank transfer fees are to be at the cost of the delegate. Full registration fee owing must be paid. Please note the Registration Form is a TAX INVOICE.

Once payment is made, you will receive a confirmation letter and Official Tax Receipt

Credit Card: Visa and Mastercard. The following processing fees will be incurred: 1.5% Visa and Mastercard. Credit card payments made via the hard copy of the registration form, or via a tax invoice, will show up on your credit card statement as payment to "East Coast Conferences". Please note that if you are paying on-line by credit card that the payment will appear on your credit card statement as a transaction with "MIE Software".

Confirmation of registration: Registrations will be acknowledged by email to the address nominated at the time of registration. A tax invoice and receipt will be attached to this email.

Refunds and Cancellations: All cancellations must be made in writing (via post, fax or email) to East Coast Conferences. Registration fees will be refunded less a 25% cancellation fee prior to 5pm on Friday 12th July. After this date we regret that no refunds will be made, however substitute delegates will be accepted. Please note that cancellation fees will apply whether or not payment is received at the time of registration. By submitting the registration form, you are agreeing to these conditions. Please refer to the Accommodation Booking Conditions if booking your accommodation via the registration form.

Privacy policy: East Coast Conferences complies with all legislation which is designed to protect the rights of the individual to privacy of their information, including the Privacy Act 1988 (Cth). Information collected with respect to your registration for participation in this Conference will only be used for the purposes of planning, conduct of the event or communication regarding future events. These details may be made available to parties directly related to the Conference including but not limited to the IPWEA, East Coast Conferences, venues, accommodation and travel providers (for the purposes of room/travel bookings and Conference options), key sponsors (subject to strict conditions) and other related parties as deemed necessary. It is also usual practice to produce a 'Delegate List' of attendees at the Conference and to include the individual's details in such a list.

By registering to attend this Conference, you acknowledge that the details supplied by you may be used for the above purposes. It is your responsibility to ensure that all information provided to the East Coast Conferences is accurate and kept up to date. To access or update your information, please email amy@eastcoastconferences.com.au

Photography: By attending this Conference, you grant both the Institute of Public Works Australasia (IPWEA) the right to use your image and likeness for marketing and promotional purposes, unless you specifically request removal of the photo or video in writing by emailing your details, the photos details and the Conference name to amy@eastcoastconferences.com.au detailing your request.

Liability/Insurance: In the event of industrial disruptions or natural disasters, the Institute of Public Works Australasia (IPWEA), East Coast Conferences cannot accept responsibility for any financial or other losses incurred by the delegates. The IPWEA, the Organising Committee and East Coast Conferences take no responsibility for injury or damage to persons or property occurring during the Conference. All insurance, including medical cover, or expenses incurred in the event of the cancellation of the Conference is the individual delegate's responsibility.

Attendees are encouraged to choose a travel insurance policy that includes loss of fees/deposits through cancellation of your participation in the Conference, or through the cancellation of the Conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The IPWEA and East Coast Conferences will take no responsibility for any participant failing to insure.

Dietary Requirements: We cater for guests who require a vegetarian, gluten free meal or food allergies (such as nut, shellfish or egg). However, any lifestyle meal requests may be subject to a menu surcharge. All dietary requirements need to be pre-arranged at least 5 days prior to the commencement of the conference.

Accommodation: Bookings will be confirmed on a first-in basis and subject to availability. Bookings have been made for the Conference dates only (Checking in on Sunday 25th August and Checking out on Thursday 29th August). Accommodation can be organised outside these dates on a by-request basis only, and room rates may vary outside these dates.

If you have booked accommodation via the registration form, please note that bookings will only be confirmed if full payment has been made. Any change to a reservation must initially be notified to the Conference Managers and not directly to the hotel. The deadline for accommodation bookings through East Coast Conferences is Friday 12th July 2019. Cancellations must be made in writing (fees may apply).

International Information

Time Zone: Hobart's time zone is GMT + 10 Australian Eastern Standard Time.

Climate: [Tasmania](#) has a cool [temperate climate](#) during August and the average maximum daily winter daily temperatures sit between 3 and 11 degrees Celsius. Winter days are generally bright, clear and crisp and in the highlands the snow-capped mountains sparkle in the sunlight. We recommend that you bring a warm jacket and a rain jacket.

VISA Information: All international delegates, apart from New Zealand citizens, must obtain a Visa or Electronic Travel Authority (ETA) before travelling to Australia. Please ensure you organise your documentation well in advance of travel.

An Electronic Travel Authority (ETA) provides authorization to travel to and enter Australia and is electronically linked to your passport. It is for short term stays for tourism or business visitor activities such as attending a conference, making business enquiries or for contractual negotiations.

Conference delegates from non-ETA countries will need to obtain a Business (short stay) visa, even if some tourism activities are planned for part of the stay in Australia.

Apply online through the Department of Immigration & Border Protection www.border.gov.au or visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder> to determine which visa you require.

Customs Regulations: There are stringent rules in place to protect the 'disease-free' agricultural status of this island state: fresh fruit, vegetables and plants cannot be brought into Tasmania. Tourists must discard all such items prior to their arrival (even if they're only travelling from mainland Australia). There are sniffer dogs at Tasmanian airports, and quarantine inspection posts at the Devonport ferry terminal. Quarantine officers are entitled to search your car and luggage for undeclared items. See www.dpipwe.tas.gov.au/biosecurity-tasmania for a detailed traveller's guide.

Driving: Reciprocal driving rights exist between Australia and overseas countries. Your driver's licence must be current. Australian drivers travel on the LEFT-hand side of the road and our speed limits are strictly enforced. For more information about driving on TAS roads, please visit www.transport.tas.gov.au

Electricity: Australia's electricity voltage for domestic use is AC 240 volts, 50 cycles. Most hotels have provision for AC 110 volts in the rooms and/or can provide adaptors.

Water: Tap water is filtered, fresh and safe to drink. It conforms to Australian and international drinking water standards.

Credit cards: The practice of payment by credit card is widely accepted throughout Australia. The most common types of cards used in Australia are Visa, MasterCard, American Express and Diners Club.

Medical and Emergency: As medical services are not provided free to visitors, it is strongly recommended that health insurance is arranged before arrival. Phone 13 14 44 for police assistance or 000 for emergencies.

Shopping: Shopping hours are generally 9.30am to 5.00pm Monday, Tuesday, Wednesday and Saturday, with the shops staying open until 9.00pm on Thursday and/or Friday. Most shops close on Sunday.

The trendiest place to shop in Hobart is at Salamanca Place, down near the waterfront. While the beautiful old sandstone buildings have been converted to galleries, cafés and boutiques, the whole street comes alive on Saturdays (8.30am–3.00pm) with the outdoor market.

Telephone: Australia has a modern telephone system with wide mobile phone coverage. For international dialing direct call '0011' followed by the country code, area code and then the local number. To call Australia from overseas the access code is '61' and Perth's area code is '03'.

Banking Hours: Hobart's banking hours are generally between 9.30am – 4.00pm Monday to Friday. Major banks have branches and ATMs around Elizabeth St Mall, with more ATMs around Salamanca Pl, Salamanca Sq. and along Elizabeth St in North Hobart.

Language: English is the language of Australia. For an interpreter, call 13 14 50 (24 hours).

Traveller's Cheque: Traveller's cheques can be changed at trading banks, large city hotels and selected trading establishments.

Tipping and Gratuities: Employees in Australia do not depend on tips or gratuities as part of their income. However, it is practiced as a personal choice to tip if the service received has been exceptional.

Taxes: The Goods and Services Tax is a broad-based tax of 10 per cent on most supplies of goods and services supplied in Australia. GST replaces wholesale sales tax, which was applied at varying rates to a range of products. GST exemptions include food, health services and international airfares. A Tourist Refund System is available at airports, for more information call 1300 363 263 or visit www.border.gov.au