



WEW CONFERENCE 2010 BOOKING FORM

Early booking is strongly encouraged.

If your booking has been accepted you will be sent a confirmation email.

DEADLINE FOR BOOKINGS IS 15 DECEMBER 2009

BOOKING CONTACT (If different from conference guest)

Name:	Contact Phone Number:
Organisation:	Position:
Address:	
Email (required):	

CONFERENCE GUEST DETAILS

Guest Family Name:	Title:	
Guest First Name:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Organisation:	Position:	
Country traveling from:	DOB if under 18:	
Address:		
Email (required):	Contact Phone Number:	
Please list any special dietary requirements:		
Guest Family Name (twin/double occupancy):	Title:	
Guest First Name:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Organisation:	Position:	
Country traveling from:	DOB if under 18:	
Address:		
Email (required):	Contact Phone Number:	
Please list any special dietary requirements:		
If you have any other special requirements please list them here:		

CONFERENCE REGISTRATION OPTIONS

All prices include 10% goods and services tax. Please tick relevant box.

Early Bird Rate For bookings made by 15 November 2009	1 Day Rate	Full 3 Day Rate Includes The Conference Dinner and other social events	1 Day Rate Student/ Concession	Full 3 Day Rate Student/ Concession
Includes Morning Tea, Lunch and Afternoon Tea	\$250	\$650	\$60	\$150

Standard Rate For bookings made after 15 November 2009	1 Day Rate	Full 3 Day Rate Includes The Conference Dinner and other social events	1 Day Rate Student/ Concession	Full 3 Day Rate Student/ Concession
Includes Morning Tea, Lunch and Afternoon Tea	\$275	\$700	\$80	\$200

If booking the 1 Day Rate, please circle date/s of attendance: Wed 6 Jan / Thurs 7 Jan / Fri 8 Jan

REGISTRATION Terms and Conditions – please read carefully

- Accommodation costs are not included in the registration rate. Fill in the accommodation section to book accommodation.
- Unless otherwise stated, rates do not include access to the conference dinner event and social events.
- Additional tickets for The Conference Dinner and social events are subject to availability. You will be notified by email when tickets are available for these events.
- Full conference registration payment must be made at the time of booking.
- All prices listed include GST and are in Australian dollars. Prices may change without notice.
- Registration rates include morning tea, lunch and afternoon tea.
- Cancellation Policy: due to administrative costs associated with this conference, a fee equivalent to 10% of the registration fee will be incurred should a confirmed registration booking be cancelled prior to the **15 December 2009**. Cancellations after these dates will be subject to a 50% cancellation fee. A substitute participant is welcome and in this instance a cancellation fee will not apply. All requests for cancellations or substitutions must be made in writing to The Women's College via office@thewomenscollege.com.au

CONFERENCE ACCOMMODATION OPTIONS

Rates per room per package or night are valid until 1 March 2010.
All prices include 10% goods and services tax. Please tick relevant box.

NB Minimum length of stay: 3 consecutive nights	STANDARD RATE		STUDENT RATE		ROOM/ENSUITE RATE (limited availability)	
	Single	Twin	Single	Twin	Single	Twin
3 Nights Package						
Bed & Breakfast	\$240	\$354	\$219	\$354	\$315	\$432
4 Nights Package						
Bed & Breakfast	\$320	\$472	\$292	\$472	\$420	\$576
Additional consecutive per night rates N.B. you must book a 3 or 4 night package to book additional nights. Please indicate the number of nights you wish to book.						
Bed & Breakfast	\$80	\$118	\$73	\$118	\$105	\$144
Arrival Date:		Approximate Arrival Time:				
Departure Date:		Approximate Departure Time:				
If booking additional per night rates, please list additional dates: _____						

TERMS AND CONDITIONS for Accommodation Booking – please read carefully

- Prices are per room. The price listed indicates the total cost of accommodation. Eg. \$240 = total cost of 3 x nights in a Single Room.
- All prices include breakfast. Not all room types offer a Student/Concession discount. To be eligible for a student rate, a valid full-time student card needs to be presented on arrival.
- Additional single or multiple nights may be booked to extend your stay over consecutive nights.
- Only a limited number of twin rooms and ensuites are available. Twin ensuites rooms have a shared bathroom between rooms.
- **Upfront payment in full is required.** Please return booking form with payment to The Women's College by email to office@thewomenscollege.com.au, by fax to +61 (2) 9517 5006, or by mail to The Women's College, The University of Sydney NSW 2006. All rates include GST.
- The Women's College accepts payment by MasterCard/Visa Card preferably (Amex or Diners not accepted), Bank Cheque/Cash in Australian Currency or internet transfer.
- **Cancellation policy:** full refunds will be given for accommodation bookings if cancellation is received in writing via email to The Women's College on office@thewomenscollege.com.au no later than **1 December 2009**. After the 1 December 2009, no refunds will be given for accommodation cancellations.



PAYMENT OPTIONS

TAX INVOICE ABN 69 403 398 133

All payments must be in Australian Currency.

Total Registration cost is: \$AU: _____

Total Accommodation cost is: \$ AU: _____

Grand Total of Registration and/or Accommodation is: \$AU _____

- I am paying by cheque** (Made payable to The Women's College)
International payments must be made in Australian dollars through a guaranteed bank cheque.
- I am paying through internet transfer:** (BSB) 122 791 (Acct no.) 20 410 922
For international payments Bank of QLD swift code is: QBANAU4B
Please put 'WEW' followed by your **family name** in the reference field.
- I am paying by credit card** (fill out below section)

Credit Card Details: Please debit my credit card for the sum of \$ Visa MasterCard

Credit Card Number: _ _ _ _ _ _ _ _ _ _

Name / Title on Card:

Expiry Date _ _ / _ _ Signature: _____

By signing this booking and payment form for the WEW Conference I agree to the terms and conditions listed in this form. Prices may be subject to change without notice prior to booking confirmation. I understand that this booking form does not constitute acceptance of booking from The Women's College. Once my booking and payment has been received and confirmed I will receive a confirmation email.

Your name: _____

Date: _____

Signature: _____

Please return pages 1 - 4 via fax, scan and email or post this form to The Women's College

Fax: +61 (2) 9517 5006

Email: office@thewomenscollege.com.au

Post: The Women's College, The University of Sydney NSW 2006 Australia

INFORMATION ABOUT THE WOMEN'S COLLEGE

Facilities

- Extensive continental buffet breakfast included in room rate, provided in our Dining Room.
- Special dietary meals can be provided with advance notice.
- Telephone in every room for direct incoming calls. Outgoing calls with telephone cards (available from Reception – Telephone cards must use a number starting with 1800)
- Bed linen and towels are provided – To reduce the impact on the environment sheets & towels will be changed once during a 5 – 9 nights' stay only.
- TV & tea rooms (coffee/tea making facilities provided), laundries – coin operated (detergent provided)
- Free 24 hours internet access from our computer room on College computers
- The College buildings and courtyards are no-smoking
- Free tennis court on site
- Parking is available at The Women's College – charges may apply.
- Gym and pool available on The University of Sydney campus (charges apply)

Location

Mailing Address: The Women's College, The University of Sydney NSW 2006, Australia

Street Address: 15 Carillon Avenue (between Missenden & City Roads), Newtown NSW 2042, Australia

Tel: + 61- 2 - 9517 5000, **Fax:** + 61 - 2 - 9517 5006

Email: office@thewomenscollege.com.au **Web site:** www.thewomenscollege.com.au

Location : map - <http://db.auth.usyd.edu.au/directories/map/largemap00a.html>

- The Women's College is located on campus at the University of Sydney
- The College is about 20 minutes by taxi from the airport – **taxi driver instructions:** 15 Carillon Avenue, Newtown, is between Missenden Rd and City Rd. The driver can drive into the College grounds & drop off in front of the main entrance. Costs: \$25 - \$30
- Frequent busses close by (at the corner of City Road and Carillon Avenue - bus numbers 422, 423, 426 and 428) operate to and from Central Station (5-10 min), the City Centre (10-20 min) and Circular Quay (Ferries & Opera House 25-30min). From Central Station direction the City Centre the route is via George Street. From the City to Central Station the bus route runs via Castlereagh Street.

Arrival Information

- **Check-in time is 2pm.** Baggage room available for guests until a room becomes available. Special arrangements can be made for early check in (charges may apply).
- Reception is open from 7.30am to 10pm (limited on public holidays and possibly in quiet periods).
- **If guests are scheduled to arrive at College after office hours** it is important that College knows in advance so that alternative arrangements can be made.
- **Check-out time is 10am.** Baggage room available until departure on the day.
- If guests require them, they will need to bring an alarm clock, clock radio, hairdryer and toiletries. Guests from overseas may need to bring a travel-adaptor for access to our power-points.