

Please forward your completed form to: **Ozaccom+**
 PO Box 104, RBH Post Office QLD 4029 ✉: ozaccom@ozaccom.com.au

Guest Details

Surname: _____ Given Name: _____ Title: _____
 Organisation: _____
 Mailing Address: _____
 City: _____ State: _____ Postcode: _____
 Telephone (Work): _____ Mobile: _____
 Email: _____

Accommodation Options and Preferences

Hilton Melbourne South Wharf	*****	King Hilton Guest Room	\$ 299.00
Crown Metropol	*****	Luxe Room inc daily breakfast for 1 and internet (\$310.00 on Sat night)	\$ 285.00
Crown Promenade	****人	Standard Room inc daily breakfast for 1 & internet (\$280.00 on Sat night)	\$ 255.00
Crowne Plaza	****人	Standard Room	\$ 265.00
Melbourne Short Stay Apartments on Whiteman Street	****人	1 Bedroom, 1 Bathroom—min night stay	\$ 245.00
		2 Bedroom, 2 Bathroom—min night stay	\$ 370.00
		3 Bedroom, 2 Bathroom—min night stay	\$ 490.00
Adina Apartment Northbank	****人	1 Bedroom Apartment	\$ 189.00
		2 Bedroom Apartment	\$ 303.00
Holiday Inn Melbourne on Flinders	****	Standard Room	\$ 240.00
Travelodge Southbank	***人	Guest Room	\$ 169.00
Great Southern Hotel Melbourne	***人	Superior Courtyard Room	\$ 110.00

For additional and/or alternative rates of the day, please visit <https://ep.ozaccom.com.au/public/RAE17/accommodation.aspx>

Hotel Preference: _____
 Room Type: _____ Sharing with: _____
 Check in: _____ Check out: _____
 Special Requests: _____

Deposit Details

To secure and confirm your accommodation, credit card details are required as a guarantee. These details will be passed on to the hotel and it is at the hotel's discretion as to whether a deposit will be charged prior to arrival. An imprint 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 Ozaccom+ for accommodation. Alternatively, a deposit of one night's accommodation by cheque is acceptable. Cheque payments should be made payable to Ozaccom+. International delegates must provide an international bank draft, in Australian Dollars and drawn on an Australian Bank and Branch.

DEPOSIT TOTAL \$ _____

Terms and Conditions

All accommodation rates are listed in Australian dollars and are valid only if booked through Ozaccom+. Rates include GST and are quoted on a per room per night basis. Rates and all information are current at time of printing and are subject to change without prior notification. Written confirmation will be advised by email - if no email address supplied, a confirmation letter will be forwarded by post. Accommodation Tax Invoices will be issued by your chosen hotel. Bookings made within 30 days of your check-in date may be subject to further terms & conditions. Cancellations made within 7 business days prior to arrival will incur a penalty and it is at the hotel's discretion as to the amount of penalty charged. All cancellations must be made in writing to Ozaccom+.

Ozswings Travel, a division of Ozaccom+, 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. Alternatively 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: _____

Payment Guarantee

Cheque Payments: (Payable to Ozaccom Pty Ltd) Credit Card Payments: (Please provide details below)
 MasterCard Visa Amex Diners Club
 Credit Card Number: _____ Expiry Date: _____
 Cardholder's Name: _____ CCV: _____
 Cardholders Signature: _____