

Welcome to the...

20th Annual MEA National Conference 2007



PLEASE REGISTER BY FILLING OUT THE FORM BELOW

FAX BACK: (02) 9929 5600

MAIL: Meetings & Events Australia. National Conference 2007
Level 1, Suites 5 & 6, 1 McLaren St, North Sydney NSW 2060

Page 1.

Delegate details

Name:	
Organisation:	
Position:	
Address:	
Phone:	Direct Email:

Registration

**Below are the standard registration fees for the MEA National Conference 2007. (Early bird offer concluded 31 Jan 07)
Registration closes Friday 23 March 2007. Please tick your preference.**

- Standard Registration Member - \$1300 Standard Registration Non-Member - \$1700
 Standard Registration Student (must fax ID) - \$865 Standard Registration Group Member (3 or more) - \$1270

Manual Processing Administration Fee - \$20. **All mail and fax backs must pay this \$20.**

(This payment fee only applicable ONCE for groups of three (3) or more from the same office address and organisation)

Registration fee includes: • 10% GST • Morning and Afternoon teas for Mon and Tues • Cocktail / Dinner for Sun, Mon and Tues
• Speaker program • Conference Handbook • Delegate Satchel

I have read & accept the conference terms & conditions listed on page 4 of this application form

Sessions included with your registration

**Please confirm which meetings and social activities you will be attending (for head count and tickets).
These are included with full delegate registration.**

By Invitation Only:

- AMM/AIMM Meeting, Saturday 31 March, 4:30 – 6:00pm
 AMM/AIMM/AFMEA Exclusive Cocktail Reception, Saturday 31 March, 6:00 – 7:30pm

Open to All: Please select which you will attend

- Welcome Festival, Sunday 1 April 2007
 Conference Dinner, Monday 2 April 2007
 Gala Dinner & Awards Ceremony, Tuesday 3 April 2007

Category Forums: Sunday 1 April, 2.15 – 4.00pm Please select which session you will attend

- Meeting Manager AV / Staging Exhibitions Venues
 In-House Meeting Planner Convention Bureaux Special Events Management

Master Classes: Conditions of Entry to Master Class:

1. "Master Classes" are the place to find new answers and resources to turn good ideas into competitive weapons.
Appropriate for delivery to Business Principals / Executive Managers with responsibility for running the organisation.
2. Maximum of 30 per session.

- ~~Professor Noel Lindsay – Master Class, Monday 2 April, 3:30 – 5.00pm – **SOLD OUT**~~
 Dr Michael Hewitt- Gleeson – Master Class, Monday 2 April, 3:30 – 5.00pm

Sabre Corporate Development Workshop

- 'Bean around the World' – team building workshop, Tuesday 3 April, 10:30 – 12:30pm
Maximum of 120 per session at a nearby off-site location.

Name:

Page 2. Sessions not included with your registration

Please select if you would like to attend the following forums.

YMEA (YOUNG MEA) FUTURE LEADERS FORUM

The Y MEA Forum is targeted specifically to our young professionals as a prelude to our annual industry conference.

It will provide an exclusive and valuable opportunity for MEA Young Professionals to:

- share ideas with industry leaders on specific areas that effect the industry at large
- hear about valuable professional development and learn how to climb that ever competitive industry ladder to leadership
- understand the politics behind the industry
- gain valuable insights from the Y MEA Career Forum which is incorporated into the event

The YMEA Forum guarantees to be interactive, stimulating and informative.

Venue: Henry Jones Art Hotel, The Jones & Co. Room. Limited to 96 delegates.

Date: Sunday 1 April, 12:30 – 4:00pm

Additional cost: \$110 per person to delegates includes lunch and coffee.

I would like to attend at \$110 per person

TOTAL = \$

BUSINESS EXCHANGE PROGRAM

Business Exchange Conditions of Entry. Please read all conditions before you register.

1. The Business Exchange is limited to 30 participants.
2. If you register for the MEA Business Exchange program, you will be emailed a form to complete and submit.
3. You will be asked to give MEA the name, dates and location of one congress/conference event that you were or are involved in that meets the following criteria: (1) attracts at least 50 participants (2) is held on a regular basis and (3) In the case of a past meeting, it should not have taken place more than 2 years ago.
4. Once you have submitted a lead, its suitability will be authenticated by MEA. When the lead has been accepted you will be provided with another form to supply additional confidential information on your event.
5. The deadline for submission of leads will be Friday 2 March 2007.
6. Once this deadline has passed you will be able to identify potential leads before the MEA National Conference as follows: MEA will supply an electronic booklet of submitted leads and it will be distributed to all accepted Business Exchange participants by email. The booklet will enable you to prepare in advance for the Business Exchange program and to determine whom you would like to speak to at the MEA National Conference Business Exchange Program. There will be no hard copies of this booklet to protect your own value as a registered Business Exchange participant.
7. The Business Exchange Program will take place over a light breakfast Monday and Tuesday morning of the Conference. The first morning will commence a little earlier to allow for an introduction to the program and how to work it to your success. Held Monday 2 April, 7.15am – 8.30am and Tuesday 3 April, 7.45am – 8.45am.
8. Breakfasts will be held in a dedicated Business Exchange Zone to allow for business to be conducted in an informal and private manner.
9. A Business Exchange Room will also be set up throughout the Conference for you to meet others on request to continue with your lead swapping.
10. Registration cost for the Business Exchange Program is \$250 per participant.

Date: Monday 2 April, 7.15am – 8.30am and Tuesday 3 April, 7.45am – 8.45am.

Additional cost: \$250 includes GST, two (2) sessions and two (2) continental breakfasts. Limited to 30 people.

I would like to attend at \$250 per person

TOTAL = \$

ADDITIONAL EVENING TICKETS (for partners & family) Select how many additional tickets you would like for each event.

Event: Welcome Festival **Date:** Sunday 1 April 2007

I would like to purchase additional tickets at \$80 per person

TOTAL = \$

Extra name(s) paid for:

Event: Conference Dinner **Date:** Monday 2 April 2007

I would like to purchase additional tickets at \$99 per person

TOTAL = \$

Extra name(s) paid for:

Event: Gala Dinner & Awards Ceremony **Date:** Tuesday 3 April 2007

I would like to purchase additional tickets at \$140 per person

TOTAL = \$

Extra name(s) paid for:

Name: _____

Page 3. More delegate activities - at additional cost

PRE CONFERENCE ACTIVITIES – SATURDAY 31 March

Hobart Historic Walk – Hobart Historic Tours | 1:30 – 3:00pm | min. 8 | max. 48

I would like to purchase tickets at \$17.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Salamanca Markets and Port Arthur Historic site | 9:00am – 5:00pm | min. 30 | max. 100

I would like to purchase tickets at \$67.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Mount Field National Park and Wildlife | 8:30am – 5:00pm | min. 30 | max. 100

I would like to purchase tickets at \$85.00 per person

TOTAL = \$

Extra name(s) paid for: _____

PRE CONFERENCE – SATURDAY EVENING 31 MARCH

Illustrated Talk on "Early Entrepreneurs" – Hobart Historic Tours, followed by 'Old Style' Pub Dinner

7:00 – 10:00pm | min. 20 | max. 49

I would like to purchase tickets at \$56.00 per person

TOTAL = \$

Extra name(s) paid for: _____

Dining on the Water Dinner | 7:30 – 10:00pm

I would like to purchase tickets at \$91.00 per person

TOTAL = \$

Extra name(s) paid for: _____

PRE CONFERENCE – SUNDAY 1 April

Wildlife, History and Fruit | 7:30am – 1:00pm | min. 30 | max. 100

I would like to purchase tickets at \$42.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Hobart Historic Walk – Hobart Historic Tours | 11:30 – 1:00pm | min. 8 | max. 48

I would like to purchase tickets at \$17.50 per person

TOTAL = \$

Extra name(s) paid for: _____

POST CONFERENCE – WEDNESDAY 4 April

Mount Wellington, Hobart City Sights and Richmond | 10:00am – 3:00pm | min. 30 | max. 100

I would like to purchase tickets at \$60.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Meadowbank Estate 'Recovery' Lunch | 12:30pm – 4:00pm | min. 20 | max. 150

I would like to purchase tickets at \$85.00 per person

TOTAL = \$

Extra name(s) paid for: _____

Peppermint Bay Cruise and Lunch | 11:30am – 5:00pm | min. 10 | max. 100

I would like to purchase tickets at \$65.00 per person

TOTAL = \$

Extra name(s) paid for: _____

Hobart Historic Walk and Pub Tour | 3:00pm – 5:00pm | min. 8 | max. 48

I would like to purchase tickets at \$17.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Curringa Farm | 12:00 noon – 5:00pm | min. 30 | max. 100

I would like to purchase tickets at \$75.00 per person

TOTAL = \$

Extra name(s) paid for: _____

Tahune Forest Airwalk | 10:00am – 6:00pm | min. 30 | max. 100

I would like to purchase tickets at \$74.50 per person

TOTAL = \$

Extra name(s) paid for: _____

Name:

Page 4.

Payment

PAYMENT GRAND TOTAL = \$

All prices are inclusive of GST and in Australian dollars.

Credit Card Payment

VISA Bankcard MasterCard AMEX

Card No. _____ Expiry date _____ Security number _____

Cardholder Name _____ Signature _____

Cheque If paying by cheque please ensure that payment is Australian dollars and made payable to "Meetings & Events Australia"
Mail to: Meetings & Events Australia. National Conference 2007 Level 1, Suites 5 & 6, 1 McLaren Street, North Sydney NSW 2060

Electronic Funds Transfer (EFT) Bank: Westpac Banking Corporation
Account number: 408458 BSB: 032-099 Account Name: Meetings & Events Australia

For all EFT payments, please email bmetcalfe@mea.org.au or fax 02 9929 5600 a copy of the remittance advice & reference invoice no.

Please complete our survey

How many years have you been attending the MEA Conference?

First time 2 – 5 times 6 – 10 times 11 – 15 times 16 + times

May we ask your age range?

Under 20 21 – 30 31 – 40 41 – 50 50 +

Are you a current MEA member?

Yes No

If you are MEA Accredited, which applies to you?

AFMEA AMM AIMM AMM, AFMEA

How many years have you been working, in the Meetings & Events Industry?

Under 1 year 1-5 years 5-10 years 10-15 years Over 15 years

Please outline any special requirements in regards to mobility arrangements at the conference venue?

I DO NOT wish to have my name and details included in the Delegate List yes, no name or details

Terms & conditions

Group Registrations To receive the discounted group rate, the following conditions must apply:
(1) three (3) or more delegates (2) all work for the same organisation (3) same street address (4) register at the same time (5) each to complete an individual form (6) Pay by the same credit card, cheque or EFT.

Cancellations and Refunds All cancellations must be made in writing to conference secretariat.

1. Cancellations made before Friday 9 February 2007, will receive a refund less a \$55 administration fee.
2. Cancellations made from Friday 9 February to Friday 9 March 2007 will receive a refund less \$110 administration fee.
3. Cancellations after Friday 9 March 2007 will receive no refund.
4. No refunds will be issued until after the conference.
5. Substitute names will be accepted. Substituting a delegate with another colleague is welcome as long as conference secretariat is notified by email by Monday 19 March, 2007.
6. Non MEA members substituting with MEA members will incur the registration fee balance.

Confirmation

1. Payment made by credit card will receive a tax invoice within 5 business days.
2. Payment made by cheque will receive a tax invoice confirming outstanding balance and a further invoice once payment has been received.
3. Payment made by EFT will receive a tax invoice confirming outstanding balance and a further invoice confirming payment once a remittance advice has been received.

For further information or if you have not received confirmation or a tax invoice within 2 weeks of registration and payment please contact Belinda Metcalfe on 02 9929 5400 or bmetcalfe@mea.org.au to discuss your registration.

Insurance Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel insurance and medical insurance prior to the conference. The policy should include loss of fees through cancellation of your participation in the conference itself, loss of airfares for any reason, medical expenses and repatriation should travel arrangements have to be altered. The conference secretariat and MEA will not take responsibility for any delegate failing to insure.

Privacy The Privacy Act 2001 provides that, before your name and organisational details can be published in the list of conference delegates for distribution, you must give your consent. You may elect to exclude your name from the published Delegate List.

Disclaimer The information contained on this form is correct at the time of printing. The MEA 2007 conference committee reserves the right to alter or delete items from the program as circumstances dictate. For program updates please visit the website www.meetingsevents.com.au