



Meetings & Events Australia

MEA Essentials in Meetings Management Online

Booking Form

Attendee details

Organisation _____

Attendee 1 Name _____

Position _____ Email _____

Phone (w) _____ Mobile _____

Attendee 2 Name _____

Position _____ Email _____

Phone (w) _____ Mobile _____

Attendee 3 Name _____

Position _____ Email _____

Phone (w) _____ Mobile _____

Special requirements (dietary/physical etc) _____

Registration details

This document will be a TAX INVOICE when you make payment.
Meetings & Events Australia – ABN 31 002 967 366

Registration (including GST)

Pre 1 July 2011 \$275.00 x _____ = \$ _____

Post 1 July 2011 \$357.50 x _____ = \$ _____

Total cost = \$ _____

Payment

I wish to pay by electronic transfer. BSB: 062-733 Account #: 28002409.

Please email remittance to accounts@mea.org.au

I wish to pay by credit card: Visa Mastercard American Express

Card Number _____ / _____ / _____ / _____ Expiry Date ____ / ____

Card holders' name _____

Signature _____

PRIVACY STATEMENT

In registering for this event relevant details may be incorporated into a delegate list for the benefit of all delegates (name and organisation only), and may be made available to parties directly related to the event including MEA (including its Branch Committees and staff), our database contractor, venues, speakers, and key sponsors (subject to strict conditions). The information will also be added to the MEA database in order to allocate PD points relating to attendance.

I do not wish to have my personal details made available to sponsors.

Registration is covered under the MEA Enrolment, Cancellation & Refund Policy. This policy is available on the MEA website and on request from mea@mea.org.au

PAYMENT IN ADVANCE IS REQUIRED

Registration can also be made online at www.meetingevents.com.au

- A Notification of Registration letter will be forwarded via email within 3 working days of full payment being received and processed. This notification will list the session details and the terms and conditions of registration.
- All registrations received by MEA will not be considered as confirmed unless payment has been received and processed by MEA.

Registration by

FAX 02 9929 5600

For more information

Call MEA on 02 9929 5400 or email mea@mea.org.au

MEA ACKNOWLEDGES
NATIONAL SUPPORTERS

