

# ANZCA ASM /AIRWAY MANAGEMENT SIG MEETING/ FPM REFRESHER COURSE DAY REGISTRATION FORM

To register online, visit [www.asm.anzca.edu.au](http://www.asm.anzca.edu.au)

Alternatively, please complete this form and return it to:

ANZCA ASM 2017 Registration Secretariat

WALDRONSMITH Management 119 Buckhurst Street South Melbourne VIC 3205 Australia

T +61 3 9645 6311 F +61 3 9645 6322 E [anzca2017@wsm.com.au](mailto:anzca2017@wsm.com.au)

Please read the below information before submitting your form. Confirmation letter and tax invoice will be issued by email.

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## SECTION 1: PERSONAL INFORMATION

(Please type or print in block letters and ✓ where appropriate) \*All fields are mandatory.

ANZCA/FPM College ID:

Please provide your ANZCA/FPM 5 digit College ID number. Please enter 999999 if you don't have a College ID.

Title:  Professor  Associate Professor  Dr  Mr  Mrs  Ms  Other (please specify): \_\_\_\_\_

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Organisation/institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

(Country code) (Area code) (Number)

Please provide your name details as they should appear on the name badge

Preferred name: \_\_\_\_\_ Twitter handle: \_\_\_\_\_

(Title, first name, surname)

(i.e. @ANZCA)

**Program handbook:** In an attempt to become an eco-friendly environment and reduce printing paper-based handbooks, we ask you consider whether you would like a printed copy of the program handbook. The handbook is available as a downloadable PDF on the meeting website.

Please tick this box if you plan to use the Virtual ASM exclusively and prefer NOT to receive the program handbook.

**Special requirements:**

Dietary requirements:  vegetarian  gluten free  dairy free  seafood allergy  nut allergy  halal  kosher

Mobility requirements: \_\_\_\_\_ Other: \_\_\_\_\_

**ASM registrant delegate list:** A delegate list with name, organisation and state will be available to all ASM registrants.

Please tick this box if you DO wish for your details to appear on the list.

**Please select a category that best describes your place of work:**

Anaesthesia  Pain medicine  Anaesthesia and pain medicine

Other (please specify): \_\_\_\_\_

## SECTION 2: FPM Refresher Course Day, Airway Management SIG Satellite Meeting and ASM registration fees

All prices quoted on this form are in Australian dollars and are inclusive of goods and services tax (GST).

### SECTION 2A: FPM REFRESHER COURSE DAY (RCD)

A one-day satellite meeting to the ASM held on Friday May 12 at the Brisbane Convention & Exhibition Centre.

Category	Registration fee	Amount (AUD)
FPM RCD full registration	<input type="checkbox"/> \$418	\$
FPM RCD trainee, retired Fellows and other medical practitioner	<input type="checkbox"/> \$308	\$
FPM Faculty dinner	<input type="checkbox"/> \$150 per person [ ] ticket(s)	\$
Transportation to the FPM Faculty dinner	<input type="checkbox"/> I prefer to make my own way there/return. <input type="checkbox"/> I prefer the pre-arranged transportation return.	
<b>SUB-TOTAL REGISTRATION FEES:</b>		\$

The FPM Refresher Course Day registration entitles the registrant to meeting registration, tea breaks and lunch. The Faculty dinner is an additional charge.

**FPM RCD registrant delegate list: A delegate list with name, organisation and state will be available to all registrants.**

Please tick this box if you DO wish for your details to appear on the list.

### SECTION 2B: AIRWAY MANAGEMENT SIG SATELLITE MEETING

A two-day satellite meeting to the ASM held on Wednesday May 10 and Thursday May 11 at the Brisbane Convention & Exhibition Centre.

Category	Registration fee	Amount (AUD)
Airway Management SIG full registration	<input type="checkbox"/> \$726	\$
Airway Management SIG trainee and allied health practitioner	<input type="checkbox"/> \$605	\$
Airway Management SIG retired Fellow	<input type="checkbox"/> \$363	\$
<b>SUB-TOTAL REGISTRATION FEES:</b>		\$

Airway Management SIG Social Functions	Date/time	Inclusive attendance	Number of additional tickets	Amount (AUD)
Welcome drinks	Wednesday May 10, 2017 5.45-7.30pm (Brisbane Convention & Exhibition Centre)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$65 per adult [ ] ticket(s)	
Meeting dinner	Thursday May 11, 2017 7-11pm (Gusto da Gianni, Hamilton)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$150 per adult [ ] ticket(s)	
Transportation to the meeting dinner		<input type="checkbox"/> I prefer to make my own way there/return. <input type="checkbox"/> I prefer the pre-arranged transportation return.		

\*The Airway Management SIG registration entitles the registrant to meeting registration, tea breaks, lunch, welcome drinks and meeting dinner. The Airway workshops and masterclasses will be held on Friday May 12, 2017 in conjunction with the ANZCA ASM. **The workshops are not included in the registration fee and are an additional cost.**

**Airway Management SIG registrant delegate list: A delegate list with name, organisation and state will be available to all registrants.**

Please tick this box if you DO wish for your details to appear on the list.

## SECTION 2C: ASM REGISTRATION FEES

Category	Early-bird rate (Closes March 31, 2017)	Standard rate (April 1, 2017 onwards)	Amount (AUD)
ANZCA ASM full registration	<input type="checkbox"/> \$1954	<input type="checkbox"/> \$2200	\$
ANZCA ASM full trainee* registration	<input type="checkbox"/> \$1622	<input type="checkbox"/> \$1784	\$
ANZCA ASM 2-day# registration	<input type="checkbox"/> \$1386	<input type="checkbox"/> \$1559	\$
ANZCA ASM 2-day# trainee* registration	<input type="checkbox"/> \$1137	<input type="checkbox"/> \$1250	\$
ANZCA ASM other-medical practitioner*** 2-day# registration	<input type="checkbox"/> \$1137	<input type="checkbox"/> \$1250	\$
<input type="checkbox"/> Saturday May 13 <input type="checkbox"/> Sunday May 14 <input type="checkbox"/> Monday May 15 <input type="checkbox"/> Tuesday May 16 #Please select the two days you are attending.			
ANZCA ASM FPM full registration (May 13 & 14) †	<input type="checkbox"/> \$1386	<input type="checkbox"/> \$1559	\$
ANZCA ASM FPM trainee* registration (May 13 & 14) †	<input type="checkbox"/> \$1137	<input type="checkbox"/> \$1250	\$
ANZCA/FPM ASM new Fellow** registration	<input type="checkbox"/> \$499	<input type="checkbox"/> \$569	\$
ANZCA ASM other-medical practitioner*** full registration	<input type="checkbox"/> \$1622	<input type="checkbox"/> \$1784	\$
ANZCA ASM retired Fellow registration ****	<input type="checkbox"/> \$0 (Complimentary)		\$
<b>SUB-TOTAL REGISTRATION FEES :</b>			<b>\$</b>

All prices quoted are in Australian dollars and inclusive of GST.

\* A verification letter from your institution/hospital is required to qualify for the trainee rate. Final confirmation will be subject to ANZCA and FPM approval.

\*\* A discounted rate is offered to new Fellows and will be subject to formal presentation at the College Ceremony. Failure to be presented at the 2017 College Ceremony will result in an invoice being issued for the standard full registration rate at the conclusion of the ASM. Final approval on new Fellows status will be subject to final confirmation from ANZCA and FPM.

\*\*\* Other medical practitioners, for example nurses, technicians, research assistants with a specific interest in anaesthesia and/or pain medicine, who wish to attend the ASM will be considered with documented support from their research group/department.

\*\*\*\* Complimentary registration offered to retired Fellows will be subject to final confirmation from ANZCA and FPM.

† Please note registration categories which have a specified day allocation such as (May 13-14), or a selection of two day registration will have access to the scientific sessions, catering and social functions on those specified dates (with the exception of Gala Dinner).

# Two-day registration categories allow selection of any two days of the ASM from May 13-16.

## SECTION 3: WORKSHOPS AND MASTERCLASSES

Workshops and masterclasses are open to all registered delegates and will be allocated on a first-come-first-served basis. A ticket is required for entry to all workshops and masterclasses. Delegates can register for **more than one** workshop and masterclass. All prices are in Australian dollars and inclusive of GST.

## Friday May 12, 2017

Workshops							
9 – 10.30am		11am – 12.30pm		1.30 – 3pm		3.30 – 5pm	
		(10.30am – 12.30pm) W01A: \$125		(1.30 – 3.30pm) W01B: \$125			
W02A: \$110		W02B: \$110		W02C: \$110		W02D: \$110	
W03A: \$99		W03B: \$99		W03C: \$99			
(8.30am – 12.30pm)		W04A: \$310		(1 – 5pm)		W04B: \$310	
				(1 – 6pm)		W06B: \$310	
W07A: \$110		W07B: \$110		W09A: \$110		W09B: \$110	
W08A: \$110		W08B: \$110					
(8.30am – 12.30pm)		W10A: \$310		(1 – 5pm)		W10B: \$310	
W11A: \$120		W11B: \$120		W12A: \$120		W12B: \$120	

## Friday May 12, 2017 (continued)

9 – 10.30am		11am – 12.30pm		1.30 – 3pm		3.30 – 5pm	
W13A: \$100		W13B: \$100		(1.30-3.30pm) W15A: \$260			
(8-10.30am) W14A: \$300		(10.45am-1.15pm) W14B: \$300					
(7am – 5.30pm)				W16A: \$825 (early-bird rate) \$874.50 (standard rate)			
Transportation is an additional \$15 per person. I do require pre-arranged transportation <input type="checkbox"/> Yes <input type="checkbox"/> No							
W17A: \$100		W17B: \$100		W17C: \$100			
W18A: \$100		W18B: \$100		W18C: \$100			
W19A: \$100		W19B: \$100		W19C: \$100			
W20A: \$100		W29B: \$95		(1-3pm) W21A: \$150		(3.30-5.30pm) W21B: \$150	
(8-11.30am)		W24A: \$290		(1-4.30pm)		W24B: \$290	
W29A: \$95		W31A: \$25		(1-4pm)		W25A: \$110	
				(1.30-2.30pm) W26A: \$25		W22A: \$80	
(8am-noon)		W32A: \$290		(1-5pm)		W32B: \$290	
(9am-1pm)		W38A: \$50		W40A: \$80		(3.30-4.30pm) W27A: \$25	
W39A: \$75		W39B: \$75		W42A: \$25		W28A: \$25	
W43A: \$25		W47A: \$0		W45A: \$40		W30A: \$65	
W44A: \$25		W49A: \$25				W40B: \$80	
W48A: \$25						W50A: \$0	
(8.30-11am)		W51A: \$50					
(8am-12.30pm)		W52A: \$360					
		(noon – 4.30pm)		W52B: \$360			

Masterclasses							
9 – 10.30am		11am – 12.30pm		1.30 – 3pm		3.30 – 5pm	
M01A: \$30		M05A: \$30		M04A: \$30		M03A: \$30	
M14A: \$30		M15A: \$30		M10A: \$30		M09A: \$30	
M25A: \$30		M19A: \$30		M16A: \$30		(3.30-4.30pm) M17A: \$30	
M26A: \$30		M22A: \$30		M21A: \$30		M18A: \$30	
M34A: \$30		M35A: \$30		M27A: \$30		M20A: \$30	
M36A: \$30		M36B: \$30		M28A: \$30		M24A: \$30	
(9am – noon) M37A: \$30				(1.30- 2.30pm) M38A: \$30		M33A: \$30	

## Saturday May 13, 2017

Workshops							
8.30 – 10am		10.30am – 12.30pm		1.30 – 3pm		3.30 – 5pm	
		(12.30-2.30pm)		W01C: \$125		(3-5pm) W01D: \$125	
				(noon – 5pm)		W06C: \$310	
				W37A: \$25		W37B: \$25	
Masterclasses							
8.30 – 10am		10.30am – 12.30pm		1.30 – 3pm		3.30 – 5pm	
				M29A: \$30		M02A: \$30	
				M32A: \$30		M08A: \$30	

**Sunday May 14, 2017**

Workshops							
8.30 – 10am		10.30am – noon		1.30 – 3pm			
		W05A: \$80		W05B: \$80			
Masterclasses							
8.30 – 10am		10.30am – noon		1.30 – 3pm		3.30 – 5pm	
		M11A: \$30		M07A: \$30		M06A: \$30	
				M30A: \$30		M31A: \$30	

**Monday May 15, 2017**

Workshops			
1.30 – 3pm		3.30 – 5pm	
W02E: \$110		W02F: \$110	
W23A: \$50		W33A: \$40	
W35A: \$30		W34A: \$25	
		W46A: \$0	

Masterclasses	
1.30 – 3pm	
M12A: \$30	
M23A: \$30	

**Tuesday May 16, 2017**

Workshops			
8.30 – 10am		10.30am – noon	
W36A: \$30		W46B: \$0	
W41A: \$100			
Masterclasses			
8.30 – 10am		10.30am – noon	
M39A: \$30		M13A: \$30	
		M40A: \$30	

<b>TOTAL WORKSHOPS and MASTERCLASSES:</b>	\$
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**SECTION 4: BREAKFAST AND LUNCHTIME SESSIONS**

Breakfast sessions are open to all registered delegates and will be allocated on a first-come-first-served basis. Breakfast will be provided and all sessions are priced at AUD\$20 and include GST.

Breakfast sessions			\$20 per ticket
Sunday May 14, 2017	7-8.15am	<b>BS01</b> proudly sponsored by Seqirus	
Sunday May 14, 2017	7-8.15am	<b>BS02</b> proudly sponsored by Mundipharma	
Monday May 15, 2017	7-8.15am	<b>BS03</b> proudly sponsored by Seqirus	
<b>SUB-TOTAL BREAKFAST SESSIONS:</b>			<b>\$</b>

Lunchtime sessions are open to all registered delegates and will be allocated on a first-come-first-served basis. Lunch will be provided and all sessions are priced at AUD\$20 and include GST.

Lunchtime sessions			\$20 per ticket
Saturday May 13, 2017	12.15-1.15pm	<b>LS01</b> proudly sponsored by Edwards	
Sunday May 14, 2017	12.15-1.15pm	<b>LS02</b> proudly sponsored by The Private Practice	
Monday May 15, 2017	12.15-1.15pm	<b>LS04</b> proudly sponsored by Edwards	
<b>SUB-TOTAL LUNCHTIME SESSION:</b>			<b>\$</b>

## SECTION 5: SOCIAL FUNCTIONS

Please indicate your attendance at all functions and advise if additional tickets are required. All prices are quoted in Australian dollars and include GST.

Social Functions	Date and time	Inclusive attendance	Number of additional tickets	Amount (AUD)
<b>FPM Trainees and New Fellows Luncheon</b> <i>(* this function is inclusive for delegates registered under the FPM trainee category and FPM Fellows within five years of fellowship).</i>	Saturday May 13 noon - 1.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>College Ceremony</b>	Saturday May 13 6-7.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complimentary [ ] ticket(s)	
<b>College Ceremony Reception</b> <i>(*this function is inclusive for delegates registered under ANZCA/FPM full, ANZCA/FPM trainee, 2-day, new Fellow and retired Fellow categories).</i>  <i>ANZCA/FPM new Fellow registrants are entitled to one additional complimentary ticket. (Please indicate if you wish to receive the additional complimentary ticket)</i>	Saturday May 13 7.30-11.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$120 per adult [ ] ticket(s)  \$15per child (3-12 years) [ ] ticket(s)  <input type="checkbox"/> 1 additional complimentary ticket	
<b>ANZCA Trainee Luncheon</b> <i>(* This function is inclusive for delegates registered under the ANZCA/FPM trainee category).</i>	Sunday May 14 noon - 1.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>HCI Reception</b> <i>(*this function is inclusive for delegates registered under ANZCA/FPM full, trainee, new Fellow and retired Fellow categories).</i> <i>To adhere to the Medicines Australia code of conduct children and non-medical persons will not be permitted to purchase tickets or attend the function.</i>	Sunday May 14 5– 6.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$45 per adult [ ] ticket(s)	
<b>ANZCA Research Foundation Cocktail Reception</b> <i>(*must purchase tickets separately, not inclusive.)</i>	Sunday May 14 6.30-7.30pm		\$25 per adult [ ] ticket(s)	
<b>Gala Dinner</b> <i>(*this function is inclusive for delegates registered under ANZCA full, ANZCA trainee full, ANZCA/FPM new Fellow and retired Fellow categories).</i>	Monday May 15 7pm-midnight	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$220 per adult [ ] ticket(s)	
<b>Retired Anaesthetists' Luncheon</b> <i>(This function is inclusive for delegates registered under the retired Fellow category).</i>	Tuesday May 16 12.30 – 1.30pm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>TOTAL SOCIAL FUNCTIONS:</b>				<b>\$</b>

### Section 6: OPTIONAL ACTIVITIES – unique Brisbane experiences

Open to all delegates and their partner/family. All prices are quoted in Australian dollars and include GST.

Optional Activities	Date	Time	Price per person (AUD)	Number of person/s	Amount (AUD)
OA01: Barista training	Friday May 12	9am-noon	\$115		
OA02: Mountain bike riding	Friday May 12	1.30-6pm	\$100		
OA03: Newstead Brewery – beer and food matching	Sunday May 14	7-9.30pm	\$90		
OA04: Fun run	Monday May 15	6.45am	Free		
OA05: Golf	Monday May 15	10am-5pm	\$180		
	Club hire (this includes trundler):		\$55		
	Golf cart:		\$50		
OA06A: Seasonal small batch pickles & chutney	Friday May 12	12.30–2pm	\$150		
OA06B: Sausage making at home	Friday May 12	2.30–4pm	\$150		
OA06C: Combined OA06A and OA06B discounted rate	Friday May 12	12.30–4pm	\$250		
<b>TOTAL OPTIONAL ACTIVITIES:</b>				<b>\$</b>	

**\* Tour Cancellation Policy**

- Bookings are subject to acceptance on first-come-first-served basis. Tour fee will be charged if the tour can be operated.
- On receipt of completed form and payment, confirmation will be sent to the participant.
- All bookings attract a cancellation fee of 20 per cent.
- Bookings cancelled two weeks prior attract a cancellation fee of 50 per cent.
- Bookings cancelled within five days of the ASM will receive no refund.
- No shows will not receive a refund.
- All activities are subject to cancellation unless minimum numbers are met.
- Participants are advised to arrange personal travel insurance to cover loss incurred in case of cancellation, medical expenses and damage or loss of personal effects. The ASM Secretariat will accept no liability for personal injuries or for loss or damage to property belonging to the participants during the organised tours.

### PAYMENT DECLARATION

Payment is in Australian dollars only.

I would like to settle the payment of AUD \_\_\_\_\_ (Total of Section 2+3+4+5+6)

Please indicate your preferred method of payment below:

**Credit card:**     Visa     Mastercard     AMEX

I hereby authorise "WSM in trust for ANZCA ASM 2017" to debit the aforementioned amount from my card.

Card Number:

Expiry date:

Card holder's name (as it appears on the card): \_\_\_\_\_

Signature: \_\_\_\_\_

**EFT**    Name of Bank: ANZ  
 Address of Bank: 100 Queen Street, Melbourne 3000  
 Account Name: Australian and NZ College of Anaesthetists ASM  
 BSB: 013400  
 Account Number: 277215338  
 SWIFT Code: ANZBAU3MXXX

**Cheque** in Australian dollars payable to  
 "WSM in trust for ANZCA ASM 2017"  
 (For Australian participants only)

### Terms and conditions for registration:

1. Each registrant should complete a separate registration form. A photocopy of the registration form is acceptable.
2. Registration forms received without payment will not be processed. Please do NOT send cash.
3. A letter of confirmation will be sent by email upon receipt of your registration form and full payment. Any changes or alterations must be made in writing to the ASM Registration Secretariat.
4. All cancellations must be made in writing to the ASM Registration Secretariat at [anzca2017@wsm.com.au](mailto:anzca2017@wsm.com.au).

Refund for cancellation of registration will be made and subject to the following deadline and administrative charge:

Cancellation date	Administrative charge
On or before March 31, 2017	Full refund less an AUD\$100 cancellation fee.
Saturday April 1, 2017	Refunds will be issued, less a cancellation fee of 30 per cent of the registration rate.
Friday April 14, 2017	Refunds will be issued, less a cancellation fee of 50 per cent of the registration rate.
Friday April 28, 2017	No refunds applicable.

Refunds will not be granted on failure of visa application. Substitution is permitted provided notification in writing is received prior to two weeks from meeting start date.

5. The program is subject to change without prior notice. In the unlikely event of cancellation of the ASM, the only liability of the Organiser is to refund all the fees paid.
6. The information provided in this form will only be used for the purpose of processing your registration and communicating with you on matters related to the ASM. You have rights of access and correction with respect to your personal data held by us. If you wish to exercise these rights, please contact the ASM Registration Secretariat.

I hereby agree to be bound by the terms and conditions of the ASM.

### SECTION 7: HOTEL ACCOMMODATION

No accommodation required.

Please indicate your preferences (1,2,3) in appropriate box. Breakfast is NOT included in the room rate (unless specified in the outlines). All rates are in Australian dollars including GST.

Hotel	Room type	Preference (1, 2 & 3)	Daily rate –
Rydges South Bank Brisbane	Queen room includes wifi		\$A259 room only
			\$A298 includes breakfast for 1 guest
			\$A337 includes breakfast for 2 guests
	Superior queen room includes wifi		\$A279 room only
			\$A318 includes breakfast for 1 guest
			\$A357 includes breakfast for 2 guests
	Deluxe queen room with river view includes wifi		\$A309 room only
			\$A348 includes breakfast for 1 guest
			\$A387 includes breakfast for 2 guests
	Junior suite includes wifi		\$A329 room only
			\$A368 includes breakfast for 1 guest
			\$A407 includes breakfast for 2 guests
King suite includes wifi		\$A349 room only	
		\$A388 includes breakfast for 1 guest	
		\$A427 includes breakfast for 2 guests	
Mantra South Bank Brisbane	Studio apartment includes wifi		\$A259 apartment only
			\$A279 includes breakfast for 1 guest
			\$A299 includes breakfast for 2 guests
	Studio city view apartment includes wifi		\$A279 apartment only
			\$A299 includes breakfast for 1 guest
			\$A319 includes breakfast for 2 guests
	One bedroom apartment includes wifi		\$A305 apartment only
			\$A325 includes breakfast for 1 guest
			\$A345 includes breakfast for 2 guests
	One bedroom city view apartment includes wifi		\$A325 apartment only
			\$A345 includes breakfast for 1 guest
			\$A365 includes breakfast for 2 guests



Mercure Brisbane	City View room includes wifi		\$A175 room only
Next Hotel	Standard room		\$A239 room only
			\$A259 includes breakfast for 1 guest
	Deluxe room		\$A279 includes breakfast for 2 guests
			\$A259 room only
Oaks Festival Towers	One bedroom apartment		\$A279 includes breakfast for 1 guest
	Two bedroom apartment		\$A299 includes breakfast for 2 guests
Hilton Brisbane	King Hilton guest room		\$A180 apartment only
Pullman King George Square	Pullman deluxe king includes wifi		\$A274 apartment only
	Pullman deluxe twin includes wifi		\$A275 room only
Sofitel Brisbane	Superior room		\$A250 room only
			\$A250 room only
			\$A285 room only
			\$A310 includes breakfast for 1 guest
			\$A340 includes breakfast for 2 guests

Date/time of check in: \_\_\_\_\_ Date/time of check out: \_\_\_\_\_

Number of night(s): \_\_\_\_\_

Special requests: e.g. other room type, etc. \_\_\_\_\_

**How to book accommodation**

Please indicate your preference (1, 2 and 3) in appropriate box. As there are limited rooms available at each hotel, it is important that you book early. Accommodation will be allocated strictly in order of receipt of registration and payment. Visit the ASM website [www.asm.anzca.edu.au](http://www.asm.anzca.edu.au) to view hotel information and cancellation policies.

The special room rate quoted is only valid for reservations made through the ASM Registration Secretariat, WALDRONSMITH Management, on or before April 11, 2017. WALDRONSMITH Management has an obligation to return all the unsold rooms to the hotels after April 11, 2017. Therefore room availability and special rates for reservations made after that date cannot be guaranteed. The above hotel rates are only valid during the conference period for delegates attending ASM 2017. All bookings for days outside the meeting period will be subject to availability.

**Payment of accommodation**

Payment is in Australian dollars. If paying deposit by credit card, the ASM Registration Secretariat will forward your credit card details to the hotel to reserve your room(s). Please be aware that the hotel may hold your credit card details as security for the booking, and may choose not to debit your card with the payment until time of check-out. The balance of your accommodation account and any incidental charges

must be paid in full, directly to the hotel, on departure. The above room rates are inclusive of GST.

**Change of booking**

Any change to a reservation must be made in writing to the ASM Registration Secretariat and not directly to the hotel.

**Early arrival or late**

Check in time for the ASM hotels are from 2pm. Please advise the ASM Registration Secretariat in writing if you will be arriving before this time as you may be required to book the previous night to guarantee immediate access to your room. Please also advise the ASM Registration Secretariat in writing if you will arrive at your hotel after 6pm to avoid your room being released.

**Deadlines**

The ASM hotels impose strict release dates of 30 days prior to arrival: therefore any bookings made after April 11, 2017 will be subject to availability.

Visit the ASM website [www.asm.anzca.edu.au](http://www.asm.anzca.edu.au) to view hotel information and cancellation policies.

**CREDIT CARD GUARANTEE DETAILS**

(credit card details must be provided to guarantee the accommodation booking.)

I would like to use the above credit card to guarantee my hotel reservation.

OR

I would like to use the following credit card to guarantee my hotel reservation.

**Credit card:**     Visa     Mastercard     AMEX

Card number:

Expiry date:

Card holder's name (as it appears on the card): \_\_\_\_\_

Signature: \_\_\_\_\_