



# Welcome to the 2019 ASME National Conference

## REGISTRATION INFORMATION

The following information will assist you to register to attend the conference and make the most of your professional learning opportunity. When you are ready to register, use the button on the home page to connect to the online platform.

### REGISTRATION TYPES AND COSTS

REGISTRATION TYPE	MEMBER RATE	NON MEMBER RATE
Full Registration - Early Bird Rate	\$495	\$595
Full Registration	\$595	\$695
Day Registration	\$300	\$350
*Student / Concession	\$395	\$495
Conference Welcome Reception	\$60	\$80

- stand-alone purchase
- Rates exclude GST
- Rates exclude online payment gateway / credit card fees and charges
- All prices are in \$AUD
- Full registration refers to the full program on all 3 days
- Member refers to / includes ASME members
- **Early bird rates close 30 April, midnight Perth time**
- \*Proof of enrolment / entitlement to be provided pre event
- **Registrations received after August 26 2019 will incur a \$100 plus GST late fee**

### PAYMENT OPTIONS

When registering, delegates can

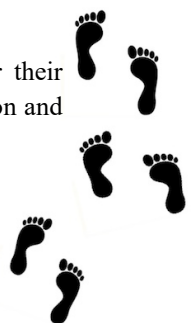
1. Pay by visa or master card at that time (charges apply)
  - a. Tax receipts will be issued
2. Opt not to pay by credit card and receive a Tax Invoice by email after which
  - a. Pay by EFT via details published on the Tax Invoice
  - b. Pay by visa or master card over the phone (charges apply)
3. Part payments are acceptable as above (EG personal payment for accommodation + organisational payment for registration)

### CANCELLATIONS

Cancellations will be assessed on a case by case basis. Full refunds will only be granted if replacement registrations are received. Refunds will exclude accommodation, food and beverage deposits / costs.

### CONCURRENT SESSION SELECTIONS

When the full program is available delegates will receive notification and be able to pre-register for their preferences. This is expected to be in April 2019. Delegates will be able to log into their initial registration and update it accordingly.





## **ACCOMMODATION BOOKINGS**

Events WA has established a room blocks at a range of accommodation options including hotels and apartments. The selection can be found at <https://asmeconference.org.au/accommodation/>

Delegates can book and pay for their accommodation using the online registration process. Events WA will then make and confirm your reservation. Delegates must pre pay to secure accommodation bookings.

**Please pre arrange twin share options so each person makes a separate booking and follows this up with an email to confirm the names of the sharing persons.** (Twin share bookings are not available to people who have not pre-arranged their bookings).

**Bookings are available until sold out or until August 26, 2019.**

## **DIETARY REQUIREMENTS**

Please advise when you register online / update should your circumstances change

## **DRESS CODE**

Smart casual dress is expected. Perth in October is mild with a daily temperature range of 13C to 22C and an average 6 days rain for the month. As sessions are going to be scheduled at both the University of WA and the UWA Club, we recommend

1. Comfortable clothing with layers to best manage air-conditioning variations
2. Comfortable shoes to allow you to walk across grass between locations
3. Perhaps a travel umbrella just in case!

## **TERMS AND CONDITIONS OF REGISTRATION**

Delegates, upon registration, accept that

1. Names, organisations and email contacts may be provided to
  - a. Event sponsors
  - b. Future ASME event planners
2. They may be captured in photos taken and video recorded during the event which may subsequently be used by ASME sanctioned affiliates

## **ONSITE SERVICES**

1. Registration and catering sessions will be staged at the UWA Club
2. WIFI – will be available on site Username:asme Password:e2hqw6
3. Parking – will be available on site / email information request to [ralph@eventswa.com.au](mailto:ralph@eventswa.com.au)
4. Public transport - train to the Elizabeth Quay Train Station and then catch the 950 or 102 bus which stops outside the University

## **FURTHER INQUIRY**

Ralph Gurr [ralph@eventswa.com.au](mailto:ralph@eventswa.com.au)

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