UNITED KINGDOM DELEGATION 2020 REGISTRATION FORM AND TAX INVOICE



SATURDAY 13 JUNE TO FRIDAY 19 JUNE, LONDON, UNITED KINGDOM

REGISTRATION DETAILS				
IPA member ID	Postnom O AIPA O MIPA	O FIPA	O Non Member	
OMr OMrs OMiss OMs OOther, please state			Gender O Female O Male	
First Name (exactly as appear	s on passport)			
Surname (exactly as appears	on passport)			
Passport Number			Date of Birth//	
Nationality				
Postal Address			OWork OHome	
Suburb/Town/City	S	tate	Postcode	
Australian Phone NumberMobile N		lumber v	while in London	
Email				
Next of Kin contact name and	phone number			
Additional Requirements (disa				
ACCOMMODATION				
OI require the standard packa	age inclusion of six nights' accommoda	ion and	breakfast. Check in 13/6/20 and check out 19/6/20	
OI require additional accomm	nodation (\$470 inc. breakfast). I need an	addition	nalnights' accommodation.	
Check in:	and Check out:			
PAYMENT				
Amount Payable				
Delegation Package	\$ 6,495 AUD			
Additional Accommodation	\$ 470 x nights			
Partner Package	\$ 1,295 AUD Qty			
London Sight Seeing Tour	\$ 200 AUD Qty			
West End Show and Dinner	\$ 125 AUD Qty			
TOTAL	Φ.			

^{*}This event is GST Exclusive due to being located internationally.

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ndition of registration is a non-refundable deposit of \$500 upon form completion
Please charge my OAmex OMastercard OVisa
ount payable \$ AUD
d numberL
dholder Name
nature Date/
CLARATION
ve read and accept the Terms and Conditions of the Delegation
Name

SUBMIT YOUR REGISTRATION FORM

Return this form to DEJA.CLAYDON@PUBLICACCOUNTANTS.ORG.AU

For enquiries please call Deja Claydon, Adminstation Coordinator - Office of the CEO on 03 8665 3102.

NEXT STEPS

PAYMENT METHOD

- Book your flights and travel insurance.
 Send a copy of your itinerary and passport to DEJA.CLAYDON@PUBLICACCOUNTANTS.ORG.AU
- 2. Arrange your visa (if staying longer than 30 days)

TERMS AND CONDITIONS

Booking Deadline, Wait list and Confirmation

A confirmation email will be sent to you within 5 business days of the IPA receiving your registration. Please notify the IPA by phone or email if you do not receive a confirmation email within this time frame. Registrations are based on a first-in-first served basis. A wait list will be taken once maximum numbers have been reached. In case of overbooking, a selection will be made according to the date of the receipt of the application. Therefore it is recommended that delegate's do not make any flight bookings until confirmation is received from the IPA.

Conditions of Registration

Payment of your deposit is required at the time of your booking. Full payment is required no later than Friday 31 March 2020. The IPA reserves the right to withdraw or cancel a delegate's registration should payment not be received by this time. The IPA reserves the right to alter a program or specific presenter without notice, however, the program is intended to run as advertised. Delegates are required to attend all events as included in the agenda. Should the delegate be unable to attend due to illness or injury they must notify the IPA group host immediately. The tour is subject to minimum numbers and the IPA reserves the right to cancel or reschedule the event should minimum numbers not be met. For this reason it is strongly recommended that delegates take out travel insurance.

Passports are required for travel with a minimum validity of 6 months from date of return. The IPA will not be held liable for any costs should a delegate be denied by border security, any refunding of fees will be at the sole discretion of the IPA. Delegates must not violate the applicable laws of the country law and depart within the allowable stay period.

Insurance

IPA requires delegates take out insurance to cover loss (including registration fees) incurred in case of cancellation, medical expenses, delays and damage to or loss of personal effects. During the event, the safety of property and the individual is the consistent and sole responsibility of the delegate. The IPA will not be responsible for any medical costs, delays or damage to property incurred by participates. The IPA will not accept liability for personal injuries or for loss or damage to property belonging to Delegation participants, either during or as a result of the event or during any tours.

Code of Conduct

Delegates participating in IPA organised events are required to uphold behavioural standards that reflect the good standing of the IPA. Any practice resulting in complaints, who in the opinion of the IPA interferes with the rights of others, may be prohibited from the event by the IPA.

Privacy Statement

The IPA acknowledges the importance of privacy and of safeguarding personal information. Any personal details provided to the IPA will be protected in line with Australian Privacy Policy principles and the laws and regulations regarding such matters, as are applicable in Australia.

Cancellation Policy

Cancellations received in writing prior to 31 March 2020 will be accepted and all fees refunded less AUD\$500 deposit fee.

No refund will be given after 31 March 2020. Cancellation must be advised in writing to Deja.claydon@publicaccountants.org.au
It is at the IPA's discretion to accept substitutions.