

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 AIPA MIPA FIPA Non Member

Mr Mrs Miss Ms Other, please state Gender Female Male

First Name (exactly as appears on passport)

Surname (exactly as appears on passport)

Passport Number Date of Birth / /

Nationality

Postal Address Work Home

Suburb/Town/City State Postcode

Australian Phone Number Mobile Number while in London.....

Email

Next of Kin contact name and phone number

Additional Requirements (disability, dietary, extended stays)
.....

ACCOMMODATION

I require the standard package inclusion of six nights' accommodation and breakfast. Check in 13/6/20 and check out 19/6/20.

I require additional accommodation (\$470 inc. breakfast). I need an additional nights' accommodation.

Check in: and Check out:

PAYMENT

Amount Payable	
Delegation Package	\$ 6,995 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	\$ _____

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

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PAYMENT METHOD

Condition of registration is a non-refundable deposit of \$500 upon form completion

Please charge my Amex Mastercard Visa

Amount payable \$ _____ AUD

Card number _____ Expiry date _____

Cardholder Name _____

Signature _____ Date ____ / ____ / ____

DECLARATION

I have read and accept the Terms and Conditions of the Delegation

Full Name _____

Signature _____

SUBMIT YOUR REGISTRATION FORM

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

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

NEXT STEPS

1. 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 delegates 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 participants. 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.