



EU Centre at RMIT University



Media and Democracy in Central and Eastern Europe



RMIT School of Media and Communication

CONFERENCE IN MELBOURNE, AUSTRALIA
31 AUGUST - 2 SEPTEMBER 2011

Media, Communication and Democracy: Global and National Environments

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TAX INVOICE

ABN: 49 781 030 034

This form will be your tax invoice once payment has been made. Please keep a copy for your records.

DELEGATE REGISTRATION

PLEASE COMPLETE BOTH PAGES OF THIS REGISTRATION FORM AND RETURN TO RMIT UNIVERSITY EVENTS:

E: events@rmit.edu.au, F: +61 3 9925 5153

MAIL: University Events, RMIT University, GPO Box 2476, Melbourne, VIC 3001, Australia

PLEASE REMEMBER TO INCLUDE A COPY OF YOUR CONCESSION CARD IF YOU ARE REGISTERING AT THE REDUCED RATE

1. Participant Details

Title (Prof/Dr/Mr/Ms/Mrs/Miss): Family name: Given name:

Preferred name (for name tag): Position:

Organisation:

Address:

.....

Country: Ph no.: Fax no.:

Email address:

Special needs/dietary requirements:

Your Privacy:

Do you consent to your name, organisation and email address being published in the participants list? Yes No

Please note:

Please make yourself known to conference organisers upon arrival at the registration desk if you do not wish your image to be published in the public domain with any photographs and/or videotapes which may be taken.

For inquiries regarding **registration and registration processes** please contact eucentre@rmit.edu.au.

Office use only

Registered:

Payment processed:

Comments:

Verified:

Privacy requested: YES

Special needs noted: YES

2. Registration information

Registration type	Standard After 31 July 2011		Cost
	Full	Conc.	
2-Day Registration <i>Thursday 1 and Friday 2 September 2011</i> Including: Welcome Event on Wednesday 31 August and Farewell Drinks on Friday 2 September	\$ 253.00	\$ 143.50	
Day 1 Registration <i>Thursday 1 September 2011</i>	\$ 137.50	\$ 82.50	
Day 2 Registration <i>Friday 2 September 2011</i>	\$ 137.50	\$ 82.50	
Fees include conference materials, morning, afternoon tea and lunch. All rates quoted are inclusive of GST and are in Australian dollars (AUD). Concession rates are available for full-time students, seniors and holders of valid Australian concession cards. Please include a copy of your card with this form and note that the original MUST be sited upon registration.			\$

3. Payment details

All payments must be in Australian dollars (AUD)

Payments can be made by cheque, credit card, electronic funds transfer (EFT) or internal journal transfer for RMIT staff.

Cheques: Please make all cheques payable to **RMIT University (Quoting I/O number: 312745)**

Credit card: Only VISA and MasterCard are accepted. RMIT staff are not able to pay using the RMIT Corporate Card.

Electronic Funds Transfer (EFT): Please indicate below if you prefer to pay by EFT and within 10 days of receipt of this form, the conference organisers will mail or fax an applicable tax invoice to you.

Please also note your registration will not be processed or confirmed if it is not accompanied by payment.

Please tick your payment option:

- I have enclosed a cheque payable to **RMIT University (Quoting I/O number: 312745)**
- Please send documentation to arrange EFT to the following address:
-
- I am an RMIT University staff member and will pay by Journal Transfer from IO number
- Credit card Please charge my MasterCard VISA to the value of \$.....
- Card number: ____ / ____ / ____ / ____ Card Expiry date: ____ / ____
- Cardholder's name (please print):
- Cardholder's signature: Date:

4. Important Information

- **Visas.** It is the responsibility of individual delegates to ensure your documentation (visas, travel authorities) is correct and complete before your arrival in Australia.
- **Insurance.** Participants carry their own risk for personal injury or loss of property, including baggage, during the conference. We strongly recommend that, at the time of booking your travel and tours, you take out a travel insurance policy. This policy should take into account loss of deposit through cancellation, medical insurance, loss or damage to personal property, and financial loss incurred through disruption to accommodation or travel arrangements due to business failures, strikes or other industrial action. The organisers are in no way responsible for any claims concerning insurance.
- **Cancellations** must be advised in writing to Amanda Crichton at eucentre@rmit.edu.au.
- **Refunds** less an administration charge of 30% will only be issued if received before the close of business on **Friday 19 August 2011**. Cancellations after this date cannot be accepted and will not be refunded. As an alternative to cancellation you may delegate another person within the same organisation to attend. Please advise the conference secretariat.

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