



# Registration Form/Tax Invoice

## 12th Biennial Conference and Exhibition

3-5 February 2004

Melbourne Convention Centre  
Australia

Your registration and payment may be sent by:

- 1 Internet registration:** simply visit the VALA2004 website: [www.vala.org.au/conf2004.htm](http://www.vala.org.au/conf2004.htm) click onto the registration page, complete your details and submit.
- 2 Complete the registration form and forward by mail or fax to the address as noted, with your payment.**

**Note:** For your records please retain a copy of your form prior to forwarding.

Each registrant must complete a separate form (photocopies are acceptable).

On receipt of your confirmation letter, it is advisable to check all items listed. Any changes or alterations must be made in writing to the Conference Organisers, Waldron Smith Management.

### Section A: Delegate Details

**Shared registration:** Please note that with a shared registration, your organisation name **only** will appear on the Conference name badge. Now please complete all details below to confirm the primary contact.

Prof  Dr  Mr  Mrs  Ms  Miss Given name: \_\_\_\_\_

Surname: \_\_\_\_\_

Preferred name for badge: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

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

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Confidentiality: (please tick if required) Please do not publish my registration details

Special requirements: Special diet: \_\_\_\_\_

Disability assistance: \_\_\_\_\_

### Section B: Concurrent Sessions

Please tick your preference below:

#### Tuesday 3 February 2004

- Concurrent Session 1 – Managing Digital Objects
- Concurrent Session 2 – Co-operatives & Consortia
- Concurrent Session 3 – e-books
- Concurrent Session 4 – Managing Digital Objects
- Concurrent Session 5 – Virtual Reference
- Concurrent Session 6 – Electronic Publishing

#### Wednesday 4 February 2004

- Concurrent Session 7 – Software Issues
- Concurrent Session 8 – Information Literacy
- Concurrent Session 9 – Portals

#### Thursday 5 February 2004

- Concurrent Session 10 – Extending the ILMS
- Concurrent Session 11 – User Behaviour
- Concurrent Session 12 – Access to Information
- Concurrent Session 13 – Extending the ILMS
- Concurrent Session 14 – User Authentication
- Concurrent Session 15 – Strategic Information Planning

### Section C: Accommodation

I would like to share with, or will be accompanied by: \_\_\_\_\_

Type of room:  Single  Double  Twin

Other \_\_\_\_\_

Smoking  Non smoking

Arrival date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Departure date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**All accommodation prices quoted on this page are inclusive of GST.**

Please remember to indicate first, second and third (1, 2 & 3) preferences in appropriate box and forward deposit for first preference.

Hotel	Room type	Rate	Code	Preference	Deposit
Holiday Inn Melbourne	Single/double room	\$220.00	H001	<input type="checkbox"/>	\$220.00
Duxton Hotel	Economy room	\$125.00	H002	<input type="checkbox"/>	\$125.00
	Deluxe room	\$170.00	H002a	<input type="checkbox"/>	\$170.00
Explorers Inn Melbourne	Standard room	\$124.00	H003	<input type="checkbox"/>	\$124.00
Highlander Apartments	1 bedroom apartment	\$155.00	H004	<input type="checkbox"/>	\$155.00
Riverside Apartments	1 bedroom apartment	\$190.00	H005	<input type="checkbox"/>	\$190.00
	2 bedroom apartment	\$245.00	H005a	<input type="checkbox"/>	\$245.00

**Total Payment: Section C:**



## Section D: Registration Fees and Functions

Purchase of one full registration includes: entry to all sessions, morning teas, afternoon teas and lunches daily, Welcome Reception, Farewell Refreshments and a copy of the proceedings on CD-ROM. Conference Dinner tickets can be purchased separately. VALA2004 is an integrated event where all participants are required to officially register. The following fees apply.

	Per person	Payment
<b>Full Registration – Member</b>		
VALA membership <input type="checkbox"/> Personal VALA membership number: <input type="text"/>		
<input type="checkbox"/> Institutional VALA membership number: <input type="text"/>		
<i>(Please note: Institutions are limited to two delegates only per membership)</i>		
Registration fee payment received up to 30 November 2003	\$700.00 + \$70.00 GST = \$770.00	\$ _____
Registration fee payment received after 30 November 2003	\$820.00 + \$82.00 GST = \$902.00	\$ _____
<b>Full Registration – Non Member</b>		
Registration fee payment received up to 30 November 2003	\$840.00 + \$84.00 GST = \$924.00	\$ _____
Registration fee payment received after 30 November 2003	\$960.00 + \$96.00 GST = \$1056.00	\$ _____
<b>Speaker Registration Discount</b> (one per paper only) Paper number: <input type="text"/> <b>deduct</b>	\$215.00 + \$21.50 GST = \$236.50	\$ _____
<b>Full Time Student</b> (a copy of student identification must be provided)	\$270.00 + \$27.00 GST = \$297.00	\$ _____
<b>Day Registration</b> Please indicate (tick) day of attendance: <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		
Registration fee payment received up to 30 November 2003	\$410.00 + \$41.00 GST = \$451.00	\$ _____
Registration fee payment received after 30 November 2003	\$460.00 + \$46.00 GST = \$506.00	\$ _____
<b>Conference Dinner</b> Wednesday 4 February 2004	\$81.82 + \$8.18 GST = \$90.00	\$ _____

Function tickets for additional people wishing to attend the social events can be purchased by completing this section.

<b>Welcome Reception</b> Tuesday 3 February 2004	Number of additional tickets: <input type="text"/>	\$50.00 + \$5.00 GST = \$55.00	\$ _____
<b>Conference Dinner</b> Wednesday 4 February 2004	Number of additional tickets: <input type="text"/>	\$81.82 + \$8.18 GST = \$90.00	\$ _____

One copy of the Conference proceedings on CD-ROM is included in the satchel of a full registration paying delegate. Additional copies can be purchased by completing this section.

<b>Additional Conference Proceedings</b> Number of additional copies: <input type="text"/>	\$45.00 + \$4.50 GST = \$49.50	\$ _____
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**Total Payment: Section D:**

## Section E: Payment of Fees

**Total Payment: Section C:**

**Total Payment: Section D:**

**Total Payment Due:**

All cheques to be made payable to **Victorian Association for Library Automation Inc.** International delegates are required to pay by international bank cheque in Australian dollars only, which must be drawn on any major Australian bank. Bankcard, MasterCard or Visa are also accepted. Cheques not made out as requested may be returned by our bank.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Upon payment of the amounts detailed above, this document will be a Tax Invoice.*

## Credit Card Payment

Please tick:  Bankcard  MasterCard  Visa

Card number:

Expiry date: \_\_\_\_\_ / \_\_\_\_\_ Amount authorised: AUD\$ \_\_\_\_\_

Cardholder's name: \_\_\_\_\_  
(PLEASE PRINT)

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### FURTHER INFORMATION

For further enquiries regarding the VALA2004 Conference, please contact the Conference Office:  
Antoinette Woods, Conference Manager  
VALA2004  
Waldron Smith Management  
61 Danks Street Port Melbourne VIC 3207 Australia  
Telephone: +61 3 9645 6311 Facsimile: +61 3 9645 6322 E-mail: info@wsm.com.au

**All prices quoted within this brochure are in Australian dollars.**