



2019 ESSA INNOVATION & PRACTICE FORUM

4 - 5 MAY 2019, MELBOURNE, VIC

GROUP REGISTRATION

Registration is also available online at www.essaforum.com.au
Once completed, please return with payment to ESSA at Forum@essa.org.au or fax +61 7 3318 7666.

One form per organisation/group – Maximum of 10 delegates per form.

Organisation Details

Organisation: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Registration

Full Forum	Earlybird <i>Received and paid for on or before 21 February 2019</i>	Standard <i>Received on or after 22 February 2019</i>
Group Member	<input type="checkbox"/> \$440.00 per person	<input type="checkbox"/> \$490.00 per person

"Member" includes current financial members from ESSA, ACSM, BASES, CEPA, CSEP and SESNZ.

Please check www.essaforum.com.au/registration for updates on associations reciprocal member's rights for the 2019 ESSA Innovation & Practice Forum.

Delegate Details

**Delegate 1 – 5 is mandatory for Group registration discount. See Terms & Conditions for details.*

For 11+ delegates, please use another form.

*Delegate 1

Title: _____ First Name: _____ Surname: _____

Any special dietary requirements, if applicable: _____

Networking Reception, 4 May 2019: Yes, delegate will be attending
 No, unfortunately, delegate won't be attending

Sunday Group Jog, 5 May 2019: Yes, delegate will be joining
 No, unfortunately, delegate won't be joining

Sunday Group Run, 5 May 2019: Yes, delegate will be joining
 No, unfortunately, delegate won't be joining

Indicate which associations the delegate is a member of:

ESSA ACSM BASES CEPA CSEP SESNZ Membership Number/s: _____

*Delegate 2

Title: _____ First Name: _____ Surname: _____

Any special dietary requirements, if applicable: _____

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GROUP REGISTRATION (PAGE 2)

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Payment

Payment can be made by credit card, Australia cheque/money order or direct deposit. All registrations must be prepaid.

TAX INVOICE

Please provide a tax invoice for payment to be made

Tax invoice will be raised to the organisation, with all delegates within Group Registration included.

DIRECT DEPOSIT

Organisation has transferred the money into the nominated bank account below

Bank: Westpac BSB: 034001 Account: 188784 Name: Exercise & Sports Science Australia

Reference: Forum Group "Organisation name"

Transaction/payment advice must be forwarded to Forum@essa.org.au. Without this advice, your payment will not be allocated to your registration

CHEQUE

Please find attached a cheque

Only Australian cheques or money order accepted. Made payable to "Exercise & Sports Science Australia"

CREDIT CARD

I authorise ESSA to debit the following card for the amount of \$ _____ Plus a non-refundable 1.2% merchant fee

Visa

MasterCard

Card number: _____

Expiry: __ / __

Name of Cardholder: _____

Signature: _____

Terms & Conditions

Upon registering for 2019 ESSA Innovation & Practice Forum, you automatically agree to the below registration terms and conditions:

Confirmation:

- You will receive a confirmation via email within 5 days of your registration and payment being received by ESSA. If you do not receive a confirmation letter, please contact ESSA on +61 7 3171 3335 or email Forum@essa.org.au

Registration type definition:

- Definitions below:

Member: Member's rates applicable to current financial members of ESSA, CEPA, BASES and SESNZ only. For updates of reciprocal member associations, please visit Forum website www.essaforum.com.au

Non-Member: Applicable to anyone, including accredited persons, who are not current financial members of ESSA, CEPA, BASES and SESNZ

ESSA Student Member: Applicable to any ESSA, CEPA, BASES and SESNZ Student Member, or current financial full member and a full time student (within ESSA scope of practice at university institution).

Student Non-Member: Applicable to full time students, studying within ESSA scope of practice, at a university institution. Student ID required.

Audience Disclaimer

- All ESSA accredited persons, regardless of any professional development completed/attended must refer to their accreditation's Scope of Practice/Standards, and only treat/practice within the same.

Discounts:

- Group discount conditions:
 - Group discount is applicable for full (2 days) registration only
 - Group discount is applicable to 5 delegates or more
 - All delegates must be a member of at least one reciprocal member's rights association
 - All delegates must work for the same organisation
 - All registrations must be received on one form, for every 10 delegates
 - Payment must be received in one payment transaction
- To receive the Earlybird registration discount, registration with full payment must be received by ESSA by application closing date, 21 February 2019. If payment is not received by this date, the registration fee will automatically be amended to the applicable standard rate.
- No further discounts apply.

Financial:

- All rates are listed in Australian dollars and include Australian Goods & Service Tax (GST)
- All registrations must be fully prepaid and received by ESSA prior to the Forum.
- Outstanding items will not be confirmed until payment is received in full by ESSA
- Payment can be made via Australian cheque/money order, direct deposit or credit card (Visa and MasterCard only)
- All payments made via credit card will incur a non-refundable 1.2% merchant fee
- If selection of registration fees are incorrect based on your membership and/or registration type, a tax invoice for the applicable outstanding balance will be forwarded to you.

Cancellation Policy:

- At all times, a minimum of 5 delegates must be registered from the same organisation.
- If you wish to cancel a registration, written notice must be provided to ESSA at Forum@essa.org.au. Cancellation fees are below (based on the day of written notification received by ESSA):

On or before 31 January 2019:	Full refund less \$50.00 administration fee
1 February – 3 March 2019:	25% of your registration fee or \$50.00 whichever is greater
4 March – 4 April 2019:	50% of your registration fee
5 April – 5 May 2019:	100% cancellation fee
"No Shows":	100% cancellation fee

- ESSA, ESSA board, ESSA staff and the Forum committee take no responsibility for any additional costs incurred by the delegate

- All payments made via credit card incur a non-refundable 1.2% merchant fee

Substitution Policy:

- Substitute/replacement delegates are welcome provided full details are received by ESSA on or before 18 April 2019. Please forward information to Forum@essa.org.au.

Disclaimer

All details are correct at time of printing as at 6 February 2019 and are subject to change at anytime without notice.

Contact

Exercise & Sports Science Australia
Locked Bag 4102, Ascot QLD 4007, Australia

Ph: +61 7 3171 3335

Fx: +61 7 3318 7666

Em: Forum@essa.org.au

www.essaforum.com.au