

REGISTRATION FORM CHECKLIST

BEFORE YOU BEGIN

Please review this information before starting your registration. You will be required to provide the following details for each attendee.

All information should be entered in **sentence case** (e.g. John Smith). The registration form must be completed step by step by selecting “Next” to proceed. All personal and payment details are securely encrypted and submitted to Concept Event Management.

Registrations close on **Friday 7 November**, and no further submissions will be accepted after this date.

REGISTERING MULTIPLE ATTENDEES

If you are registering a group, it is recommended that all attendee information is prepared in advance. This will allow you to complete the registration efficiently in one session.

You may find it helpful to use the provided Excel template to collect and organise details before beginning.

INFORMATION REQUIRED FOR EACH ATTENDEE

Each registration will require the following information:

PERSONAL DETAILS

First Name, Last Name, Organisation, Job title, Email address, Mobile number.

CONSENT

Confirmation of data consent, allowing attendee details to be shared via the event app and with sponsors and exhibitors.

EVENT ATTENDANCE

Indication of whether the attendee will attend the Welcome Reception and/or the National Awards Dinner. Confirmation of the attendee bringing a guest/s to either social function.

SPECIAL REQUIREMENTS

Any accessibility needs (such as hearing, vision, or mobility requirements), along with any dietary requirements. This information will also be required for any guests the attendee brings to the social functions.

ACCOMMODATION

Details of whether accommodation is required, including the number of nights and dates of stay.

BILLING INFORMATION

Business name, ABN, and full billing address for invoicing purposes.

NOTE

Preparing this information in advance will ensure a smooth and efficient registration process, particularly when registering multiple attendees.

Please also note that photography will take place during the conference and may be used for promotional purposes.