COMPLIMENTARY EXHIBITOR FORM—1 form per person



Please complete and retur congress managers:	n this form to the	Deadlines:			Congress enquiries:			
International Council on Arch C/- MCI Australia 6 Allison Street, Bowen Hills Or fax to +61 7 3858 5499	C C	Early bird registration: 15 April 2012 Accommodation bookings: 13 July 2012			T: +61 7 3858 5534 F: +61 7 3858 5499 E: registrations@ica2012.com W: www.ica2012.com			
Or register online at www.ica	a2012.com							
1. PERSONAL DETAILS								
Title (e.g. Prof/Dr/Mr/Mrs/Mis								
Family name								
Given name	name							
Name to appear on name ba								
Organisation								
Position								
Postal address								
Suburb/town				State				
Country				Postcode				
Telephone (work)				Fax				
Telephone (mobile)				Email				
2. SPECIAL REQUIREMEN	NTS							
Please note any specific dietary, wheelchair access or other requirements for you and your guests: Delegate: U Vegetarian U Vegan U Gluten free Lactose free Kosher* Halal*								
□ Other allergies:								
Your guest: Name:								
□ Vegetarian □ Vegan I								
□ Other allergies:								
* Please note that Kosher an **Please contact the congre-				ts and specifi	ics of allergie	s.		
Wheelchair access Other requirement:								
3. ON-SITE EMERGENCY INFORMATION								
Where are you staying during the event (for example, name of hotel, with a family member, at home):								
In case of an emergency:								
 Name of person to contact Phone (include appropriate country, city, and area codes) Relationship to you: 								
4. ACTIVITIES								
Costs are included in registration fees as indicated below. Additional tickets may be purchased at an additional cost. Please refer to the website for your entitlements. For catering purposes it is essential you mark the appropriate attendance box for every activity. Please tick (\checkmark) the appropriate box.								
	Fulltime delegate	Day delegate	Please ✓	Guest tickets	Please ✓	Total no. guest tickets	Sub total \$	
Welcome reception (Monday 20 August 2012)	Included	Not included	□ Yes □ No	AUD85	□ Yes □ No			
Professional visit (Friday 24 August 2012)	Not included	Not included	□ Tour 1 □ Tour 2	Not available	Not available	Not available		

□ Neither

Please complete all pages of this form to ensure you are properly registered @



Your name:

MONDAY WORKSP	IOPS: 20 August 2012—Please note the full day workshops and			
Duration	Name	Delegate tickets	Please ✓	Sub total \$
Full day	Expect the Unexpected: Disaster Preparedness— designed for archival institutions	AUD80	□ Yes	
	Keeping Archives: Appraisal—the Australian way	AUD80	□ Yes	
	Keeping Archives: Approaches to Arrangement and Description		□ Yes	
	Keeping Archives: Digital Recordkeeping (Best Practice)	AUD80	□ Yes	
	PARBICA Recordkeeping for Good Governance Toolkit	AUD80	□ Yes	
Morning (half day)	Implementing AtoM	AUD50	□ Yes	
	Preserving sound recordings using digital reformatting	AUD50	□ Yes	
	Engaging Communities	AUD50	□ Yes	
Afternoon (half day)	Demystifying the standards landscape	AUD50	□ Yes	
	Keeping Archives: Digital Recordkeeping on a limited budget	AUD50	□ Yes	
	Universal Declaration on Archives	AUD50	□ Yes	
FRIDAY WORKSHO	PS: 24 August 2012—Please note the full day workshops and h	alf days wo	rkshops run	at the same tim
Duration	Name	Delegate tickets	Please ✓	Sub total \$
Full day	Keeping Archives: Archival Digitisation (Advanced)	AUD80	□ Yes	
	Australasian approaches to digital preservation— Australasian Digital Recordkeeping Initiative (ADRI)	AUD80	□ Yes	
	Audiovisual preservation: practical approaches across film, video and sound formats	AUD80	□ Yes	
	Archives, Web 2.0 and beyond	AUD80	□ Yes	
	PARBICA/SARBICA/EASTICA Future Leaders regional forum	AUD80	□ Yes	
Morning (half day)	Keeping Archives: Archival Digitisation (Medium)	AUD50	□ Yes	
	Implementing ICA–Req—Module 2 (Electronic document and records management systems)	AUD50	□ Yes	
		AUD50 AUD50	□ Yes □ Yes	
Afternoon (half day)	and records management systems)			
Afternoon (half day)	and records management systems) UNESCO Memory of the World Program Implementing ICA–Req—Module 3 (Electronic document	AUD50	□ Yes	
Afternoon (half day)	and records management systems) UNESCO Memory of the World Program Implementing ICA–Req—Module 3 (Electronic document and records management systems) Describing Archives in Context—an introduction to the	AUD50 AUD50	□ Yes □ Yes	

*Please note you must register for the congress in order to attend the workshops.

*Please note workshops may be cancelled if minimum required numbers are not reached.



Your name:

6. ACCOMMODATION (see the registration brochure or website for details)

- Accommodation cannot be booked unless credit card details are received with the registration form.
- Your credit card details will be passed on to the hotel to secure your booking. The hotel may immediately deduct payment from your credit card although full payment is usually reserved for check-out.
- If charges are the responsibility of a third party, please provide a letter from the third party stating what charges are to be covered, e.g. accommodation only, mini bar, all charges, etc.
- Hotels may levy a surcharge on credit card payments.
- A tax invoice for accommodation will be issued by the hotel on check-out.

New accommodation bookings will not be accepted by MCI Australia after 13 July 2012. From this time, bookings should be made directly with the hotel or via an accommodation reservation website.

Please book the following accommodation:	Check-in//12	Estimated	time of arrival	Check-out	/12	Estimated time of departure		
Venue	Room ty			Rate per roo	om per night			
Sofitel Brisbane * * * *								
Luxury 🗆 king					AUD345			
Superior 🛛 king 🗆 twin				AUD285				
Mantra South Bank ★★★★½ & ★★★★□								
Two bedroom apartment AUD466								
One bedroom city view ap			AUD325					
One bedroom apartment			AUD315					
Studio room city view					AUD289			
Studio room					AUD266			
Rydges South Bank ★★★½								
Superior room	D queer	□ queen □ twin			AUD309			
Queen room	D queer			AUD279				
The Sebel & Citigate King George Square Brisbane ★★★★½ & ★★★★								
Sebel rooms	D queer	□ queen			AUD235			
Citigate rooms	D queer							
Mecure Brisbane * * * *								
Standard room	om 🗆 queen 🗆 twin			AUD210				
Hotel Ibis Brisbane * * * 1/2								
Standard room	D queen	n 🗆 twin			AUD190			
Hotel George Williams ★ ★ ★1/2								
Standard room	D double	9	AUD145		AUD145	5		
Twin room	D twin			AUD145				
I would prefer a non-smoking room yes no Other requirements (e.g. rollaway bed, cot):						ot):		
I will be accompanied by/have arranged to share with:								



Your name:

7. PAYMENT METHOD

- Payment must accompany your registration form.
- Congress registration cannot be confirmed until payment is received.
- All prices are quoted in Australian dollars and include GST.

Cheque/international bank draft Cheques should be made out to MCI Australia Pty Ltd. Payment must be made in Australian dollars payable to an Australian bank and free of all charges.

Electronic funds transfer (EFT) Please ensure the amount transferred is equal to the total due INCLUDING any bank charges. To assist in the allocation of your payment, please fax transfer advice to +61 7 3858 5499 immediately after transfer to ensure prompt allocation of your funds. Please ensure your name, congress acronym *ICA 2012* and invoice number are included on the transfer notice.

Bank:National Australia BankSwift code:NATAAU3302SAccount name:MCI Australia Pty Ltd

BSB number: 084 255 Account number: 59 650 0566

Credit card—charges as per this form are to be debited to:

Credit card. Charges as per this form are to be debited to:	☐ MasterCard	D Visa		American Express	Diners Club		
Name on card							
Credit card number							
Card holder's signature							
Expiry date							
Please note that debits to your credit card will appear as Event Planners on your credit card statement.							
A tax invoice will be forwarded to all delegates on receipt of a completed registration form. ABN: 76 108 781 988							

8. CONDITIONS OF REGISTRATION

By registering for the International Congress of Archives 2012, delegates agree to abide by the conditions set out in the registration brochure