

# DELEGATE REGISTRATION FORM—1 form per person



Please complete and return this form to the congress managers:	Deadlines:	Congress enquiries:
International Council on Archives Congress C/- MCI Australia 6 Allison Street, Bowen Hills QLD 4006 Or fax to +61 7 3858 5499 Or register online at <a href="http://www.ica2012.com">www.ica2012.com</a>	Early bird registration: 15 April 2012 Accommodation bookings: 13 July 2012	T: +61 7 3858 5534 F: +61 7 3858 5499 E: <a href="mailto:registrations@ica2012.com">registrations@ica2012.com</a> W: <a href="http://www.ica2012.com">www.ica2012.com</a>

## 1. PERSONAL DETAILS

Title (e.g. Prof/Dr/Mr/Mrs/Miss/Ms)			
Family name			
Given name			
Name to appear on name badge			
Organisation			
Position			
Postal address			
Suburb/town		State	
Country		Postcode	
Telephone (work)		Fax	
Telephone (mobile)		Email	

## 2. REGISTRATION FEES

Please (✓) tick the appropriate box	Earlybird (on or before 15 April 2012)	Standard (on or before 15 July 2012)	Late / on-site (on or after 16 July 2012)	Sub total \$
Fulltime member	AUD850	AUD1,100	AUD1,350	
Fulltime non-member	AUD1,150	AUD1,250	AUD1,450	
Fulltime student	AUD600	AUD700	AUD800	
Day member*	AUD450	AUD500	AUD550	
Day non-member*	AUD550	AUD600	AUD700	
Day student*	AUD300	AUD400	AUD500	
<b>*Please indicate which day you are attending:</b>	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	

\*\* Late/onsite registration refers to those delegates who register on or after 16 July 2012, or those who pay to register upon arrival at the congress. Congress materials cannot be guaranteed for late/onsite registrants.

\*\*\* Students must verify that they are a fulltime tertiary student by forwarding a photocopy of their student id to the congress manager.

## 3. SPECIAL REQUIREMENTS

**Please note any specific dietary, wheelchair access or other requirements for you and your guests:**

**Delegate:**

Vegetarian  Vegan  Gluten free  Lactose free  Kosher\*  Halal\*

Other allergies:.....

**Your guest: Name:**.....

Vegetarian  Vegan  Gluten free  Lactose free  Kosher\*  Halal\*

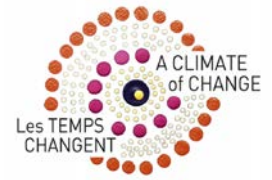
Other allergies:.....

\* Please note that Kosher and Halal meals may incur additional charges.

\*\*Please contact the congress managers to discuss other dietary requirements and specifics of allergies.

Wheelchair access  Other requirement:.....

# DELEGATE REGISTRATION FORM—1 form per person



Your name:

## 4. 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: .....

## 5. 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 (✓) the appropriate box.

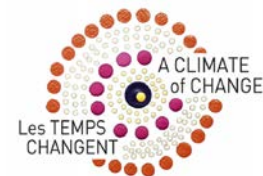
	Fulltime delegate	Day delegate	Please ✓	Guest tickets	Please ✓	Total no. guest tickets	Sub total \$
Welcome reception (Monday 20 August 2012)	Included	Not included	<input type="checkbox"/> Yes <input type="checkbox"/> No	AUD85	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Professional visit (Friday 24 August 2012)	Included	Not included	<input type="checkbox"/> Tour 1 <input type="checkbox"/> Tour 2 <input type="checkbox"/> Neither	Not available	Not available	Not available	

## 6. WORKSHOPS:

**MONDAY WORKSHOPS: 20 August 2012—Please note the full day workshops and half days workshops run at the same time.**

Duration	Name	Delegate tickets	Please ✓	Sub total \$
Full day	Expect the Unexpected: Disaster Preparedness—designed for archival institutions	AUD80	<input type="checkbox"/> Yes	
	Keeping Archives: Appraisal—the Australian way	AUD80	<input type="checkbox"/> Yes	
	Keeping Archives: Approaches to Arrangement and Description	AUD80	<input type="checkbox"/> Yes	
	Keeping Archives: Digital Recordkeeping (Best Practice)	AUD80	<input type="checkbox"/> Yes	
	PARBICA Recordkeeping for Good Governance Toolkit	AUD80	<input type="checkbox"/> Yes	
Morning (half day)	Implementing AtoM	AUD50	<input type="checkbox"/> Yes	
	Preserving sound recordings using digital reformatting	AUD50	<input type="checkbox"/> Yes	
	Engaging Communities	AUD50	<input type="checkbox"/> Yes	
Afternoon (half day)	Demystifying the standards landscape	AUD50	<input type="checkbox"/> Yes	
	Keeping Archives: Digital Recordkeeping on a limited budget	AUD50	<input type="checkbox"/> Yes	
	Universal Declaration on Archives	AUD50	<input type="checkbox"/> Yes	

# DELEGATE REGISTRATION FORM—1 form per person



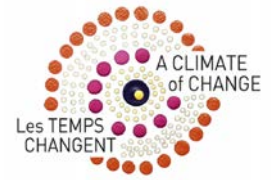
**Your name:**

<b>FRIDAY WORKSHOPS: 24 August 2012—Please note the full day workshops and half days workshops run at the same time.</b>				
<b>Duration</b>	<b>Name</b>	<b>Delegate tickets</b>	<b>Please ✓</b>	<b>Sub total \$</b>
Full day	Keeping Archives: Archival Digitisation (Advanced)	AUD80	<input type="checkbox"/> Yes	
	Australasian approaches to digital preservation— Australasian Digital Recordkeeping Initiative (ADRI)	AUD80	<input type="checkbox"/> Yes	
	Audiovisual preservation: practical approaches across film, video and sound formats	AUD80	<input type="checkbox"/> Yes	
	Archives, Web 2.0 and beyond	AUD80	<input type="checkbox"/> Yes	
Morning (half day)	Keeping Archives: Archival Digitisation (Medium)	AUD50	<input type="checkbox"/> Yes	
	Implementing ICA-Req—Module 2 (Electronic document and records management systems)	AUD50	<input type="checkbox"/> Yes	
	UNESCO Memory of the World Program	AUD50	<input type="checkbox"/> Yes	
Afternoon (half day)	Implementing ICA-Req—Module 3 (Electronic document and records management systems)	AUD50	<input type="checkbox"/> Yes	
	Describing Archives in Context—an introduction to the Australian 'series' system	AUD50	<input type="checkbox"/> Yes	
	Japanese Paper Conservation Technique	AUD50	<input type="checkbox"/> Yes	
	Advanced AtoM	AUD50	<input type="checkbox"/> 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.

# DELEGATE REGISTRATION FORM—1 form per person



Your name:

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

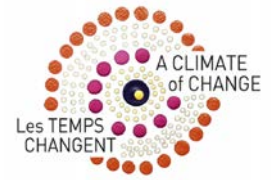
- Accommodation **cannot be booked** unless credit card details are received with the registration form.
- Your credit card details will be passed on to the hotel to secure your booking. The hotel may immediately deduct payment from your credit card although full payment is usually reserved for check-out.
- 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.

<b>Please book the following accommodation:</b>	Check-in ...../...../12	Estimated time of arrival .....	Check-out ...../...../12	Estimated time of departure.....
---	-------------------------	---------------------------------	--------------------------	----------------------------------

Venue	Room type	Rate per room per night
<b>Sofitel Brisbane ★★★★★</b>		
Luxury	<input type="checkbox"/> king	AUD345
Superior	<input type="checkbox"/> king <input type="checkbox"/> twin	AUD285
<b>Mantra South Bank ★★★★★½ &amp; ★★★★★□</b>		
Two bedroom apartment		AUD466
One bedroom city view apartment		AUD325
One bedroom apartment		AUD315
Studio room city view		AUD289
Studio room		AUD266
<b>Rydges South Bank ★★★★★½</b>		
Superior room	<input type="checkbox"/> queen <input type="checkbox"/> twin	AUD309
Queen room	<input type="checkbox"/> queen	AUD279
<b>The Sebel &amp; Citigate King George Square Brisbane ★★★★★½ &amp; ★★★★★</b>		
Sebel rooms	<input type="checkbox"/> queen	AUD235
Citigate rooms	<input type="checkbox"/> queen <input type="checkbox"/> twin	AUD215
<b>Mecure Brisbane ★★★★★□</b>		
Standard room	<input type="checkbox"/> queen <input type="checkbox"/> twin	AUD210
<b>Hotel Ibis Brisbane ★★★★★½</b>		
Standard room	<input type="checkbox"/> queen <input type="checkbox"/> twin	AUD190
<b>Hotel George Williams ★★★★★½</b>		
Standard room	<input type="checkbox"/> double	AUD145
Twin room	<input type="checkbox"/> twin	AUD145
I would prefer a non-smoking room <input type="checkbox"/> yes <input type="checkbox"/> no		Other requirements (e.g. rollaway bed, cot):
I will be accompanied by/have arranged to share with:		

# DELEGATE REGISTRATION FORM—1 form per person



Your name:

## 8. 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 Bank  
Swift code: NATAAU3302S  
Account 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—to secure accommodation only

**Credit card.**

*Charges as per this form are to be debited to:*

MasterCard

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

## 9. 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