



30 Years

## RAAA Convention

Celebrating 30 Years of RAAA

Hyatt Regency Coolum, Queensland Australia

15-17 September 2010

Delegate Packages

# INFORMATION

## Delegate Registration Fees (GST Inclusive)

While registration at the door may be possible, subject to availability, it is highly desirable that all delegates and accompanying persons pre-register by submitting a completed registration form together with payment of registration fees.

Please send completed registration forms by either email, fax or post to MECCA Concepts (See registration form for details).

The RAAA Convention Committee are pleased to advise that we have kept registration fees the same level as the 2009 Convention, this is as a courtesy to our Members and Convention guests to reflect their loyalty to the RAAA Convention and the economic climate.

RAAA Member Full Registration	\$600.00
Non RAAA Member Full Registration	\$1,100.00
Day Delegate Thursday or Friday	\$300.00
Industry/Technical Day Rate	Contact Secretariat
Student Delegate	Contact Secretariat

*Please note: A Corporate Registration is available when 3 or more delegates register from the same company. See Registration Form for further details.*

## Delegate Registration Entitlements

Fully registered delegates are entitled to:

- Attend all convention sessions
- Attend all networking functions including Welcome Reception, "Oktoberfest" and Gala Dinner
- Lunch, morning and afternoon teas on the Convention days
- Delegate satchel, name badge and program

Day delegates are entitled to:

- Attend all convention sessions on registered day
- Lunch, morning and afternoon teas on registered day
- Delegate satchel, name badge and program

## Delegate Payments

- Quoted fees are in Australian dollars (AUD) and include 10% Goods and Services Tax (GST)
- Registration forms must be accompanied by payment of the fees for registration and networking functions
- For faxed registrations, fees can be paid by credit card (Visa, Mastercard or Amex accepted), cheque, money order or direct transfer
- Delegates will receive a confirmation letter which includes a tax invoice/receipt and confirmation letter

# INFORMATION

## Delegate Cancellation Policy

- All cancellations must be made in writing to the Conference Organiser
- Substitution of delegates is permissible providing the Conference Organiser is informed in writing
- A refund of 90% of the registration fee will be made on cancellations received on or before 15 August 2010
- No cancellations will be made after 15 August 2010
- All refunds will be processed after the convention

## Overseas Registrants

- All amounts are in Australian dollars
- Overseas registrants should arrange payment by credit card, by bank cheque payable in Australian dollars at an Australian Bank or by direct Bank Transfer invoice

## Visas

- International visitors to Australia require a visa or electronic travel authority
- It is your responsibility to ensure documentation is correct and complete before you commence your journey
- Information on obtaining visas or electronic travel authorities can be found on the website [www.immi.gov.au/eta/index.htm](http://www.immi.gov.au/eta/index.htm)

## Goods and Services Tax

- For international visitors, a tax refund may be sought at the airport for goods beyond the value of \$300 and which are carried with them in their hand luggage when leaving the country
- A tax refund is not available for goods or services consumed in Australia and therefore the GST component of convention registration fees, accommodation, tours etc are not claimable

## Registration Check-In

- The Registration Desk at the Convention will be located in the foyer of the Pavilion at The Hyatt Regency Coolum and open:

Wednesday	15 September 2010	0900 - 2000
Thursday	16 September 2010	0730 - 1700
Friday	17 September 2010	0730 - 1700

- Delegates will be provided with their satchel and name badge at registration check-in

# PROGRAM

## Program Summary

Wednesday	15 September	Arrive & Register at Trade Show Pavilion Trade Show Set-up RAAA Golf - Shotgun Start 1200 Welcome Reception
Thursday	16 September	Convention Sessions Trade Show "Oktoberfest"
Friday	17 September	Convention Sessions Trade Show RAAA Gala Dinner

## Dress Code

- The RAAA Convention encourages a relaxed dress code. Smart casual attire is appropriate, ie. shirt with collar (jacket and tie not necessary)
- Gala Dinner Dress Code - Jacket and Tie

**Website:** [www.raaa.com.au](http://www.raaa.com.au)

## Insurance

- Participants carry their own risk for personal injury or loss of property, including baggage, during the convention
- We strongly recommend that, at the time of booking your travel, you take out a travel insurance policy. This policy should take into account loss or damage to personal property, and financial loss incurred through disruption to accommodation or travel arrangements due to business failures, strikes or other industrial action

## Privacy

- Your Name, Organisation and State/Country only will be included in the published Delegate List which will be available to all delegates and exhibitors/sponsors
- You may elect to exclude your name from the published Delegate List - please contact Conference Organiser.

## Disclaimer

The Regional Aviation Association (RAAA) or MECCA Concepts, the Conference Organisers, will not accept any liability for damages of any nature sustained by participants or their accompanying persons or loss or damage to their personal property as a result of the convention or related events.

In the event of any disruption or event leading to losses or added expense being incurred in respect of the conference, there shall be no liability attached to the RAAA, the organising committee or the Conference Organisers

# REGISTRATION

## 2010 RAAA Convention Delegate Registration

Please note all prices include GST and are in Australian Dollars

### DELEGATE INFORMATION (PLEASE WRITE IN BLOCK CAPITALS)

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

Contact Officer's Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Web Site: \_\_\_\_\_

### REGISTRATION REQUIREMENTS

NO. OF DELEGATES

Member	\$600.00
Non Member	\$1100.00
Day Delegate Thur <input type="checkbox"/> Fri <input type="checkbox"/>	\$300.00
Industry/Technical Day Rate	Contact Secretariat
Student	Contact Secretariat
<b>TOTAL</b>	<b>\$</b>

\*Corporate rate (3 or more delegates) - Members \$500, Non Members \$900

NO. OF PLAYERS

GOLF SHOTGUN START 1200 NOON	\$110.00
<b>TOTAL</b>	<b>\$</b>

### ACCOMPANYING PERSON/S REQUIREMENTS

NO. OF GUESTS

Welcome Function (Wed 15 September 2010)	\$90.00
Oktoberfest (Thurs 16 September 2010)	\$65.00
Gala Dinner (Fri 17 September 2010)	\$165.00
<b>TOTAL</b>	<b>\$</b>

### METHOD OF PAYMENT

- Cheque Payable to: MECCA Concepts—RAAA Convention Account
- Money Order Payable to: MECCA Concepts—RAAA Convention Account
- Bank Transfer Bank Name: National Australia Bank —Account: MECCA Concepts RAAA Convention Account  
BSB 083 166 Account 87 456 8115 Swift code NATAAU3303M

Please invoice me. Purchase Order Number (if Required) \_\_\_\_\_

Please debit my  Visa  Mastercard  Bankcard  Amex (4% surcharge applies)

Card Number                      Expiry date   /

Card Holder's Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_

# REGISTRATION

## How to Register

Email this form to: [meccaconcepts@bigpond.com](mailto:meccaconcepts@bigpond.com)

Fax this form to: +61 3 9560 1885

Post this form to:

RAAA Convention  
C/- MECCA Concepts Pty Ltd  
PO Box 2646  
Mt. Waverley Vic 3149  
Australia

Call Heather on: +61 409 336 804

## Convention Dates

15 - 17 September 2010  
Hyatt Regency, Coolum,  
Sunshine Coast, Australia

EARLY registration and accommodation bookings are recommended due to limited accommodation availability at the convention rate. Please ensure you make your booking prior to 10 August 2010 to avoid disappointment.

## Applicants Note

- Full delegate rate includes morning and afternoon teas, lunch on Thursday and Friday, Convention Program, Welcome Function, "Oktoberfest" and Gala Dinner
- Single Day Rate includes morning and afternoon tea and lunch for the specified day of Convention. Delegate can nominate one day only
- A Corporate Rate is available to any organisation that registers three (3) or more delegates on the same registration form
- All Exhibitors must be registered as delegates

Golf Registration includes golf fees and cart hire. Rental Clubs and shoes are not included. A cart will be present on the course to purchase light snacks and drinks.

## Accommodation

The Hyatt Regency Coolum offers preferential rates for attending delegates. Please complete the accommodation request accompanying this Registration Form.

## Terms & Conditions

1. Registrations made within 7 days of the event must pay by credit card
2. Delegate places cannot be shared
3. Substitute of delegates is permitted provided that the organisers are informed in writing at least 7 days prior to the event
4. All cancellations must be made in writing and subject to the following conditions:
  - Cancellations received on or before 15 August 2010 will be subject to a 10% administration fee
  - No refund of the delegate fee will be made for cancellations received after 15 August 2010
5. All refunds will be processed after the convention
6. These terms and conditions apply to delegate bookings only

# DELEGATES

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

Contact Officer's Name: \_\_\_\_\_

I will be attending the convention as a  Delegate  Day Delegate  Partner

## Delegate 1

Delegate  Day Delegate  Partner

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

## Delegate 2

Delegate  Day Delegate  Partner

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

## Delegate 3

Delegate  Day Delegate  Partner

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

# ACCOMMODATION

## Accommodation Registration

A special conference rate has been organised by the Conference Secretariat at The Hyatt Regency Coolum—the venue for the RAAA 2010 Convention. **Bookings must be made through the Conference Secretariat to obtain this special rate.** A deposit equivalent to one night's accommodation must be paid to confirm your booking. The deposit will be forwarded to the hotel and the amount will be deducted from your account. All accommodation is subject to availability.

## I Request the Following Accommodation (please select)

Please go to the hotel website to assist with your room choice - [www.coolum.regency.hyatt.com](http://www.coolum.regency.hyatt.com)

KING ROOM

\$235/night

WOODLAND VILLA

\$385/night

GOLF VILLA

\$440/night

Continental breakfast included in all prices

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

## I Require the Following Transfers: (please select)

ARRIVAL

DEPARTURE

Arrival Details: Flight # \_\_\_\_\_ Departure Details: Flight # \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Flight arrival time: \_\_\_\_\_ Flight departure time: \_\_\_\_\_

## Airport transfer costs: (please tick to indicate preferred method/choice)

- Maroochy Coach \$30 per person (return)
- Maroochy Limo \$74 per limo—max. 3 persons (one way)
- Brisbane Scheduled Coach \$50 per person (one way)
- Brisbane Limo \$230 per limo—max. 3 persons (one way)

## METHOD OF PAYMENT

Cheque Payable to: MECCA Concepts—RAAA Convention Account

Money Order Payable to: MECCA Concepts—RAAA Convention Account

Bank Transfer Bank Name: National Australia Bank —Account:  
MECCA Concepts RAAA Convention Account  
BSB 083 166 Account 87 456 8115 Swift code NATAAU3303M

Please invoice me. Purchase Order Number (if Required) \_\_\_\_\_

Please debit my  Visa  Mastercard  Bankcard  Amex (4% surcharge applies)

Card Number                      Expiry date

Card Holder's Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

/

Signature: \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_