



AUSTRALIAN
COUNCIL OF
STOMA
ASSOCIATIONS

Registration Pack

THURSDAY 12TH -
SUNDAY 15TH OCTOBER
2017

Novotel on Collins
270 Collins St, Melbourne



Dear delegates and observers,

After seven years, Ostomy Association of Melbourne and Ileostomy Association of Victoria welcome the return of the Australian Council of Stoma Associations Conference delegates and observers for the 2017 Conference.

The Annual ACSA Conference provides all Australian Stoma Associations with an excellent opportunity to be involved in the ACSA decision-making process at a national level.

The Conference Committee are presently working on an exciting Conference consisting of the ACSA Annual General Meeting and networking opportunities with the exchange of ideas and involving issues impacting associations.

The ACSA Conference is the foremost mechanism for developing working relationships between associations.

Melbourne, voted the most livable city in the world for the sixth year running, is an ever-changing and exciting city with its diverse cultures, restaurants and nightlife. The ACSA Conference will be held in the heart of Melbourne CBD at Novotel on Collins, conveniently accessible via public and private transport. Car parking is available. Novotel Melbourne on Collins welcomes attendees to experience 4.5 star comfort in the heart of Melbourne, located between Swanston and Elizabeth Streets on fashionable Collins Street and directly above St Collins Lane, Melbourne's most unique shopping destination.

Within this Registration Pack you will find information relating to the ACSA Conference including:

- A brief overview of the ACSA Conference, 2017
- Accommodation Information
- Sunday Outing - Colonial Tram Car Breakfast
- Registration Details including Registration Form
- Accommodation Reservation Form



Conference Overview

The 2017 ACSA Conference will provide delegates and attendees an opportunity to immerse themselves in Melbourne's culture and lifestyle.

The Welcome Function, Conference Days 1 and 2 and the Dinner on Saturday night will be held at the Novotel on Collins.

Following customary formatting of the annual ACSA Conference, favourite events include the following

Thursday Evening, 12th October: 6:30pm - 8:30pm

Welcome Reception at Novotel - function foyer including

Registration of Delegate and Observers

Two-hour canapé service

Two-hour beverage service

Friday 13th October: 9am - 5pm

Continuation of Registration of Delegates and Observers

Conference opening and welcome

Annual General Meeting

Committee Meetings

Saturday 14th October: 9am - 5pm

General meeting

Guest Speakers

Saturday Evening, 14th October: 7pm - 10pm

Dinner at Novotel consisting of a

3 course Menu and 3-hour beverage service

Sunday Morning, 15th October: 9am - 10:30am

The Colonial Tramcar Restaurant Breakfast tour

Details of time of assembly and disembarkation will be provided at the conference, allowing attendees sufficient time to catch flights home.



Accommodation Information

Novotel on Collins is located within walking distance to Melbourne's premier shopping district entertainment precincts and iconic locations.

Attendees and Conference Delegates will enjoy their stay at Novotel on Collins offering a range of accommodation options, including recently refurbished standard Queen and Deluxe King rooms, featuring a contemporary and relaxing colour scheme, iPod/iPad docking stations, large 40" LCD TV's and comfortable bedding and lounge suites.

As only a selected number of rooms could be reserved for the ACSA Conference, the organising committee encourages all delegates to avoid disappointment and reserve accommodation as early as possible.

All accommodation must be booked through Novotel on Collins. See Accommodation Booking Form for details.


NOVOTEL
HOTELS & RESORTS
MELBOURNE
ON COLLINS





Sunday Outing – Colonial Tram Car Breakfast

A famous fleet of historical trams have become The Colonial Tramcar Restaurant's. These glossy, burgundy restaurants on wheels are the first travelling tramcar restaurants in the world and ensure a delightful, innovative approach to dining.

As they cruise the city streets of Melbourne, diners can enjoy a seasonal menu, quality Australian wines or make a selection from the fully stocked bar at an all-inclusive price.

The atmosphere is cosy, the service friendly and the decor as inviting as the colonial period these trams reflect. Since their inception in 1983, the restaurants have become a star attraction and a tourism symbol for Melbourne.

Dining with the Colonial tram Car Restaurant is not only a culinary delight, but a trip into a little piece of Victoria's history.





Guide For Registration

Registration forms for the ACSA Conference 2017 include Full and Day Conference Registration and Accommodation Forms.

Welcome Function, Dinner and Sunday Outing are located on the Registration Form.

Delegates and Observers are required to calculate the total amount of registration fees. This is inclusive of Delegate's choice to participate in the Welcome Function, Dinner and Sunday Outing.

All registration forms must be completed and returned **on or before 12 AUGUST, 2017** to conference organisers, ICE Events, either by

Email:

info@iceevents.net.au

fax:

03 8598 9695

Post:

ICE Events
235 Hawthorn Rd
Caulfield North, VIC 3161

All accommodation must be booked through Novotel on Collins. See Accommodation Booking Form for details.



Registration Form

Australia Council of Stoma Association Conference 2017

Thursday 12th October to Sunday 15th October, 2017

Novotel, Melbourne

270 Collins St, Melbourne VIC 3000

Please complete and return with payment on or before 12 AUGUST 2017.

Surname: _____ Given Name: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Fax: _____

Association: _____

Position: Delegate () Observer () Other () Please Specify: _____

Accompanying Person: Surname: _____ Given Name: _____

FULL CONFERENCE REGISTRATION*: 2 DAYS @ 275.00 per person for 2 days \$ _____

DAY CONFERENCE REGISTRATION*: FRI / SAT (please circle) @ \$137.50 per person per day \$ _____

*Conference registration includes Morning Tea/Lunch/Afternoon Tea Subtotal \$ _____

PLUS CONFERENCE SOCIAL FUNCTIONS

CONFERENCE WELCOME FUNCTION – Thursday Evening*

Please indicate Attendance

Registrant () Partner () non registrants x _____ @ \$70 per person \$ _____

CONFERENCE DINNER – SATURDAY EVENING @ \$140 per person x _____ \$ _____

Please indicate special dietary requirements:

Vegetarian () Fish () Gluten Free () Lactose Free () Diabetic ()

Other: _____

SUNDAY OUTING – Tramcar Breakfast @ \$90 per person x _____ \$ _____

TOTAL PAYMENT: \$ _____

Community Solutions

Cheque Account

PAYMENT DETAILS:

Branch: 033-058

Account: 479983



EVENT NAME: ACSA Conference

A 4.5 star hotel in the heart of Melbourne, the contemporary Novotel Melbourne on Collins is perfectly positioned on stylish Collins Street. The hotel offers 380 beautifully appointed Collins Street hotel rooms - each peaceful space designed for natural living. Comprising of business centre, Lane Cafe and Bar and fitness centre, Novotel Melbourne on Collins is a preferred destination for both business and leisure travellers.

Rates available from: 12 October 2017

Rates available till: 14 October 2017

| Room Type | Room Only | Including breakfast for 1 |
|----------------------------------|-----------|---------------------------|
| Standard Room (Queen Bed) | \$235.00 | \$250.00 |

The above rates are inclusive of GST and based on single occupancy per room per night.

- Check in from 2:00pm / Checkout before 11:00am
- When booking on the Room Only Rate there is no surcharge for twin share. When booking on the Room & Breakfast Rate there is a surcharge of \$20 for twin share.
- Rates will be available until **room type sold out or 31 August 2017**. All requests following this time will be subject to availability and best available rate will be offered.
- Cancellation is required 48 hours prior to arrival otherwise full fees will be payable.
- Although the above times are our normal check in and out times, you are welcome to be at the hotel and enjoy our facilities outside these times. Our Front Office staff can store your luggage until your rooms are available or until you depart.

How to book your accommodation

You can book your accommodation room by contacting our Reservations Department directly on +61 3 9667 5800. Alternatively, you can complete the attached booking form and email to h1587@accor.com

Car Parking

Valet car parking is available for \$45.00, per car, per night, payable at the hotel.

Transportation

A taxi from Tullamarine Airport to the hotel will cost approximately \$70.00 - \$80.00 each way. Our dedicated concierge team can also assist to arrange private airport transfers or shuttle bus bookings.

For any more information about our hotel and our facilities please visit <http://www.novotelmelbourne.com.au/>

270 Collins Street, Melbourne, VIC 3000
Phone: +61 3 9667 5800
Fax: +61 3 9667 5805

Reservations Email Address
h1587@accor.com

Conference Accommodation Booking Form

In the interest of security for credit card holders, if you would like to pay for any charges for a nominated guest by credit card, please complete the following information and return by either fax or email.

Guest Information

Name of Guest: _____

Date of Arrival: _____ Date of Departure: _____

Postal Address: _____

Contact Telephone: _____

Contact Email: _____

Payment Information

Type of Credit Card (please circle one): Bankcard Mastercard Visa American Express Diners Club

Cardholder Name: _____

Credit Card Number: _____ Expiry Date: _____

Cardholder Telephone Number: _____

Accepted Charges: (Please circle) Accommodation, Breakfast, Incidental Charges, All Charges

Other: _____

Please note that a 1.5% surcharge will apply when paying via credit card.

Please check all details are complete. Incomplete forms may delay or prohibit payment from being processed.

I hereby authorise the Novotel Melbourne on Collins to charge my credit card for the above charges. I understand that accommodation charges include any late cancellation fees or no show fees which the guest may incur for this booking. The guest will be responsible for settling any additional charges not covered by this authority.

Signature of Cardholder

Date