

# SMSF Association National Conference 2019



## Terms and Conditions

### Registration Fees and Inclusions

All participants are required to officially register via the online registration form. Please ensure you have reviewed the following information to assist in your planning. All prices are in Australian Dollars and include GST.

### Membership Savings

SMSF Members may take advantage of early bird savings by registering and making payment by **5:30pm CST Friday 07 December 2018**. After this time, standard fees apply. In order to obtain the member savings, you must be a financial member at the time of registering. To confirm your membership status, please contact the SMSF Association on 08 8202 1950 or email [memberservices@smsfassociation.com](mailto:memberservices@smsfassociation.com).

### Registration Fees

SMSF Member Early Bird Registration (available to Specialist, Associate & Retired Members)	\$1,785
Affiliate member registration	\$2,085
Non Member Standard Registration	\$2,685
National Conference Early Bird + Membership Special Offer (National Conference Registration + Associate Membership until 31 March 2020. Offer expires 07 December 2018)	\$2,380
National Conference Standard + Membership Special Offer (National Conference Registration + Associate Membership until 31 March 2020. Only available from 08 December 2018)	\$2,680
Special Early Bird Member Registration Offer Book 3 or more people from the same office to receive this special offer (*)	\$1,605

\*Conditions apply:

- All attendees must be associate or specialist members of the association
- All attendees must register at the same time for the discount to apply
- All attendees must be from the same office (i.e. not applicable for 3 people from the same organisation and work in different offices)
- If the group falls below 3 attendees for an organisation due to any type of cancellation, this group rate will no longer apply and all registrations within the group will be charged at the rate applicable at the time of booking.
- Offer available until 07 December 2018



## **Registration Inclusions:**

Registration offers the following:

- Entry to all sessions excluding the Thought Leadership Breakfast
- Entry to the Exhibition
- Conference satchel
- Daily catering on Wednesday, Thursday and Friday\*\*
- Commsec Welcome Reception on Wednesday
- Schrodgers Networking Function on Thursday
- Final Day Lunch on Friday
- Option to attend the pre-sessions on Wednesday
- Option to attend workshops

*\*\*Morning tea is not included on Wednesday or afternoon tea on Friday*

## **Payment Method**

Full payment of fees is required prior to the Conference. Please note if your registration is made less than 30 days prior to the Conference (after Friday 18 January), credit card is the only available payment method available.

Payment can be made in the following ways:

### **Credit Card Payment**

Visa, MasterCard and American Express are accepted. Please note a 1% surcharge applies to Visa and MasterCard payments and 3% surcharge applies for American Express payments.

### **Cheque Payment**

Please make the cheque/bank draft in Australian Dollars payable to “SMSF Professional's Association of Australia” and mail to the Conference Office.

International delegates please note: Cheque payment must be received by way of an international bank draft in Australian Dollars which states an Australian drawee bank. We cannot accept personal or company cheques.

### **SMSF Association National Conference 2019 Office:**

119 Buckhurst Street

South Melbourne VIC 3205 Australia

T +61 3 9645 6311

F +61 3 9645 6322

E [smsfnc@wsm.com.au](mailto:smsfnc@wsm.com.au)

[www.smsfassociation.com/conference/](http://www.smsfassociation.com/conference/)



### **Electronic Funds Transfer (EFT)**

Bank: Westpac Banking Corporation

Account Name: SMSF Association Ltd

BSB: 033 113

Account Number: 191756

Please include your name as a reference on the deposit and forward your remittance advice to the Conference Office.

On receipt of your payment, a confirmation letter and invoice/receipt will be emailed to you. It is advisable to check all items listed. Any changes or alterations can be made in writing to the Conference Office.

### **Cancellation and Refund Policy**

Registration cancellations received up to 5.30pm CST (Adelaide) 30 days before the Conference (on or before Friday 18 January 2019) may be eligible to receive a full refund less AU\$230 administration fee.

In case of **group ticket registration**, registration cancellations received up to 5.30pm CST (Adelaide) 30 days before the Conference (Friday 18 January 2019) may be eligible to receive a full refund **less AU\$230 per delegate administration fee**.

Any cancellation received less than 30 days prior to the Conference (Saturday 19 January 2019 onwards) will not be eligible to receive a refund.

A credit may be held to be applied to any other SMSF Association event (not membership fees) however this is subject to approval.

*NOTE: Any applicable refund will be returned via the same payment method as the original receipt of funds.*

Attendee substitutions to another member of your organisation can be made until the event commences. This may be subject to a price adjustment if applicable.

All cancellations and substitutions must be made in writing to the conference office [smsfnc@wsm.com.au](mailto:smsfnc@wsm.com.au).

Hotels impose strict cancellation policies and may charge 100% cancellation fee within 30 days. Please refer to the individual hotel cancellation policies. Any amendments to original hotel bookings must be forwarded in writing to the Conference Office.

### **Insurance**

You are strongly advised to secure appropriate travel and health insurance. Delegate registration fees do not provide any such insurance coverage. The SMSF Association and the Conference Office accept no responsibility for any loss in this regard.



## **Tax**

All Conference Registration Fees and Additional Ticket rates are quoted in Australian Dollars and are inclusive of GST.

## **Disclaimer**

As a participant of the SMSF Association National Conference 2019 your image or voice may be recorded via video, photograph or by any other means (“recorded”) by an officer or official of the SMSF Association National Conference 2019, and may be distributed or published at the discretion of the SMSF Association. If you do not wish to be recorded, you are required to formally advise the SMSF Association National Conference 2019 Office.

## **Accommodation**

Favourable accommodation rates have been negotiated by the Conference Office for the SMSF Association National Conference 2019 delegates at a number of hotels within walking distance of the Melbourne Convention & Exhibition Centre, the Conference venue.

To secure your accommodation, simply nominate your selected hotel, arrival/departure dates and room type when you register online. A credit card number will be required and will be passed on to the hotel to secure your booking. Your accommodation and incidental costs must be settled direct with the hotel on departure. Please note hotels may charge a surcharge on credit card payments made on departure.

Should you require dates outside of the main Conference dates, please note this in your booking and the Conference Office will contact the hotel on your behalf and advise you of availability.

Please note the check in time is generally 1500 hours. If you require immediate access to your room prior to this time, it may be wise to pre-register for the evening before. If you are arriving after 1800 hours please note this accordingly.

The hotels impose strict release dates of 30 days prior to arrival and therefore any bookings made after 1730 CST on Friday 18 January 2019 will be subject to availability. Please note cancelled bookings or failure to arrive at the hotel on the designated date of arrival (no show) will incur penalties. See details below before making your selection.

To obtain these special rates, your booking must be made through the Conference Office. Any changes to your booking or new bookings must be made in writing via email to the Conference Office, not directly with the hotel.

All room rates noted are based on room only and are in Australian Dollars and include 10% GST.

### **Please note:**

A valid credit card number must be provided to secure your booking. The card details will be forwarded to the hotel as a guarantee of your booking.

You will be required to settle your room and incidental expenses directly with the hotel on your departure.





Deluxe King Room with Breakfast for 1 \$306 per room per night

Deluxe King Room with Breakfast for 2 \$333 per room per night

Terms and conditions: To guarantee the booking, a deposit of one night's rate will be deducted from the guest's credit card at the time of booking (this is refundable up to 45 days prior to arrival, after which it is non-refundable). 1.5% credit card surcharge applies for credit card payments. Cancellations received within 30 days of arrival will be charged a cancellation fee equal to one night's accommodation rate. Cancellations received within 14 days of arrival will be charged a cancellation fee equal to the entire length of stay. Non arrival at the hotel (no shows) will be charged a cancellation fee equal to the entire length of stay.

### **Crowne Plaza Melbourne**

Distance from venue: 0.4km

Crowne Plaza Melbourne is in the heart of the city's vibrant Docklands. The property is surrounded by restaurants on the Yarra's north bank and the Crown Casino and Melbourne Convention and Exhibition Centre are just over the bridge. The hotel is a 5-minute walk from Southern Cross rail station.

Standard Room \$280 per room per night

Standard Room with Breakfast for 1 \$305 per room per night

Standard Room with Breakfast for 2 \$330 per room per night

Terms and conditions: Credit card payments incur surcharges of: 3% for AMEX, Diners & JCB and 1.5% for all other card types. Cancellations received within 30 days prior to arrival date, and no shows will be charged 100% of the entire booking.

### **Adina Apartment Hotel Northbank**

Distance from venue: 0.6km

Adina Apartment Hotel Northbank is ideally located in the CBD, opposite the Melbourne Aquarium, with easy access to the Melbourne Convention & Exhibition Centre.

The serviced apartment style hotel features 108 spacious one and two bedroom apartments and studio rooms with fully equipped kitchen facilities and living space to relax. Each apartment is stylish yet contains all the comforts of home you need. Other hotel facilities include a heated indoor swimming pool, sauna, spa and gym.

One Bedroom Apartment \$209 per room per night

Terms and conditions: All credit card payments incur a surcharge of 1.2%. Cancellations received within 30 days of arrival and no-shows will incur a one night cancellation fee.

### **Crown Promenade**

Distance from venue: 0.8km



Crown Promenade Hotel is located in the heart of the action - Melbourne's vibrant Southbank entertainment precinct as well as being close to the CBD, the Melbourne Convention & Exhibition Centre. The hotel has 465 spacious guest rooms with fantastic views overlooking Port Phillip Bay or the Melbourne CBD and Yarra River and every room features quality furnishings and original art by local artists.

Standard Room \$265 per room per night

Standard Room with Breakfast for 1 \$285 per room per night

Standard Room with Breakfast for 2 \$305 per room per night

Terms and conditions: All credit card payments incur a surcharge of 1.2%. Cancellations or no shows within 30 days of arrival will be charged a one night cancellation fee.

### **Crown Metropol**

Distance from venue: 0.8km

Crown Metropol is conveniently located adjacent to the Crown Entertainment Complex, Crown Towers Hotel and Crown Promenade Hotel. Melbourne's vibrant Southbank precinct, Docklands, the Melbourne Convention & Exhibition Centre and Docklands are just a short walk away.

Luxe Room \$285 per room per night

Luxe Room with Breakfast for 1 \$318 per room per night

Luxe Room with Breakfast for 2 \$351 per room per night

Terms and conditions: All credit card payments incur a surcharge of 1.2%. Cancellations or no shows within 30 days of arrival will be charged a one night cancellation fee.