



aes19

International **Evaluation** Conference
Conference workshops 15 & 19 September
Conference 16–18 September 2019
Sydney | Australia

'Evaluation un-boxed'

ACCOMMODATION BOOKING FORM

PERSONAL DETAILS

Title: (Mr/Mrs/Miss/Ms)	First Name:	Surname:
Names of accompanying persons:		
Company:		
Invoice Address:		
Suburb:	State:	Postcode:
Contact Phone No:	Fax No: (required if no email address)	
Email:		

ACCOMMODATION REQUIREMENTS

Please refer to the AES website for a list of hotels and options available to you – then complete the below information to book your preferred hotel. Please ensure you tick if you would like breakfast included (if listed as available at your choice of hotel) in the appropriate box below

CHECK IN DATE: / 09 / 2019	CHECK IN DATE: / 09 / 2019
HOTEL NAME:	
ROOM TYPE:	
OCCUPANCY: <input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN <input type="checkbox"/> DOUBLE
SPECIAL REQUESTS:	
RATE REQUIRED: <input type="checkbox"/> ROOM ONLY	<input type="checkbox"/> BREAKFAST INCLUDED
TOTAL: \$	

PAYMENT DETAILS

Once your booking form has been received and availability and rates confirmed with your preferred hotel then a confirmation letter will be send to you. Please note that you must provide your credit card details below to guarantee your booking. Also note that as we are leading up to the conference any cancellations made between 30 and 21/14days wil incur a one nights accommodation rate cancellation fee. Within 14 days from the conference date no refund will apply. On check in you will be required to provide a credit card or cash amount to cover incidentals you may incur during your stay. A tax invoice may be obtained from the Hotel. For any further enquiries please contact Kerrie on 0408 942 612 or on the below email.

Visa Card MasterCard

Card Number/...../...../..... CVC.....

Expiry Date/.....

Cardholders Name:

Cardholders Signature:

I confirm that my credit card details can be provided to my preferred hotel to guarantee my booking. I understand that some hotels may take an upfront deposit and/or I will make final/full payment directly with the hotel on check out and obtain a tax invoice.

PLEASE EMAIL TO: kerrie@destinationconference.com.au