

QUEENSTOWN BOOKING FORM – SKIN CANCER CONFERENCE 2012



PLEASE RETURN COMPLETED FORM TO:
Toni Mannix & Mandy Gargano
E: skincancerconference2012@gmail.com

Please contact us via email with your booking form and or request and we will contact you within 48 hours.

GUEST DETAILS

Please complete one booking form **per room**. (If you are booking an interconnecting room please fill out the same form).

Pax One: SURNAME **AS PER PASSPORT** _____ GIVEN NAME **AS PER PASSPORT** _____

Pax Two: SURNAME **AS PER PASSPORT** _____ GIVEN NAME **AS PER PASSPORT** _____

Pax Three: SURNAME **AS PER PASSPORT** _____ GIVEN NAME **AS PER PASSPORT** _____

Pax Four: SURNAME **AS PER PASSPORT** _____ GIVEN NAME **AS PER PASSPORT** _____

*****FAILURE TO PROVIDE YOUR NAME/S AS PER PASSPORT WILL PREVENT YOU FROM BOARDING THE AIRCRAFT AND A NEW TICKET WILL HAVE TO BE RE-ISSUED AT A FURTHER COST TO YOU IF SEATS AVAILABLE – YOU MUST PROVIDE US WITH A COPY OF YOUR SCANNED PASSPORT FOR ALL PASSENGERS TRAVELLING*****

POSTAL ADDRESS _____ SUBURB _____ STATE _____ POSTCODE _____

HOME PHONE _____ BUSINESS PHONE _____ MOBILE PHONE _____

FACSIMILE _____ EMAIL ADDRESS _____

NUMBER OF ADULTS (12 years and over) _____ NUMBER OF CHILDREN/D.O.B (2-11 years) _____

NUMBER OF INFANTS/D.O.B (0 - 1 years) _____

TRAVELLING WITH CHILDREN

Please ensure if you are travelling with children to advise us if you require any special requests i.e. in flight children's meals, bassinet requests and room facilities such as cots. The cost of children's flights can differ and we will quote once we have correct date of birth and requested flight schedule. Please note the age of a child for airline travel is 2-11 years inclusive. An infant is 0-1 year and from 12 years above will be classified as an adult.

PRE – POST CONFERENCE TRAVEL

We would like to extend the Special Conference Rate for both Pre & Post Nights surrounding the conference dates for as many consecutive nights as you wish to book.

If you wish to stay at alternative accommodations in New Zealand Pre & Post the conference we are more than happy to assist you with your requests.

TRAVEL INSURANCE

It is strongly recommended that all delegates and family members take out travel insurance. We have a group travel discount with QBE for all people travelling in your party. If you would like to get a quote for travel insurance please do the following:

Option one: You will find a QBE link for Travel Insurance on the conference website where you can process and quote yourself and issue your policy.

Option two: You will find a copy of the Travel Insurance form on the conference website. 1. Fill out page one and return scanned copy to our office. 2. We will then process your ages and details to provide an accurate quote **before** processing credit card on file. 3. Payment and travel policy will only be issued once we have the completed form along with signature and confirmation from you with agreed quote.



MILLENNIUM HOTEL ACCOMMODATION

Millennium Hotel Queenstown is a 4 ½ star property. Located on the main road into Queenstown. Just 6 kms from the airport and only minutes away from the Queenstown central shopping district. Your conference will be held on site, and the workshop on Friday is held across the road.

Please note that accommodation is subject to availability. Should your chosen accommodation type be fully booked, a member of our Groups team will be in contact with you to discuss alternatives.

Superior Room: Has a Twin or King bedding configuration with a max of 3 persons. The 3rd person would require a rollaway with no cost to a child under 12 & a surcharge of AUD\$36 per day for an adult.

Junior Suite: Has a King bedding configuration in the master room with a pull out couch in the lounge area. The 3rd & 4th person would be charged a surcharge of AUD\$36 per day for an adult and no cost to a child under 12.

HOTEL ACCOMMODATION	NIGHTLY RATE AUD\$	NO. OF NIGHTS	CHECK IN DATE	CHECK OUT DATE
Superior Room (Run of House) *max 3 persons	\$155.00			
Junior Suite (Run of House) *max 4 persons	\$195.00			
Interconnecting Superior Room *max 3 persons	\$155.00			
Rollaway per person	\$36.00			

Room rate Includes GST, complimentary use of the gym and free shuttle bus into town this does not include airport transfers or breakfast.

OTHER ROOM REQUIREMENTS

Bed Configuration: Please Circle Twin or King

Special Requests:

BREAKFAST

There is no pre-purchased breakfast package. It will be charged based on consumption upon check out. Full Buffet breakfast on consumption is NZD\$28.00 per person. Continental breakfast on consumption is NZD \$21.00 per person. Breakfast on the run (muffin/toast/coffee/tea) NZD \$13.00 per person. Children under 6 years no charge, 6-11 50% off adult rate and 12 above classified as adult rates.

AIRPORT TRANSFERS

A shuttle bus will meet your scheduled arrival and take you to the Millennium Hotel and also pre-book a return for you and your family back to the airport on your departure date.

SHUTTLE BUS	RETURN RATE per person AUD	NUMBER OF PAX	ARRIVAL DATE & FLIGHT NUMBER	DEPARTURE DATE & FLIGHT NUMBER
Adult	\$25.00			
Child (2-11)	\$15.00			
Infant(0-1)	No charge			

FLIGHT BOOKING DETAILS

It is strongly recommended all delegates book with the International group fares. Please look over the provided flight schedule on page 6, with costs and circle your preferred option to and from Queenstown, New Zealand so we can allocate your seat and arrange internal transfers.

Your itinerary, booking confirmation and receipt for payment will be forwarded to you along with the fare conditions of your selected travel. Your e-Ticket will not be forwarded to you until 30 days prior departure date.

AIRLINE MEMBERSHIP DETAILS

Carrier _____ Member Name _____ Member Number _____
 Carrier _____ Member Name _____ Member Number _____
 Carrier _____ Member Name _____ Member Number _____
 Carrier _____ Member Name _____ Member Number _____

FLIGHT ARRIVAL DETAILS

This is required to ensure your room is available for check in at 2pm. Failure to provide arrival details may delay access to your room.

Where possible we will request early/late check out if required but is not guaranteed and at the hotels discretion. If guaranteed room is required early or late we advise you to book an extra room night please take this into consideration when providing us with your check in check out dates.

ARRIVAL FLIGHT NUMBER _____ ARRIVAL TIME _____ ARRIVAL DATE _____

DEPARTURE FLIGHT NUMBER _____ DEPARTURE TIME _____ DEPARTURE DATE _____

AIRLINE FARE RULES

ALL AIRLINE FARES, TAXES AND CHARGES ARE SUBJECT TO CHANGE AT ANY TIME AND WILL BE RE- ACCESSED AT THE TIME OF BOOKING.



- All prices quoted are per person, one way economy fares and are inclusive of the Works Product (complimentary beverages, meals, movies and 1 bag piece at 23kg).
- Infants up to 23 months pay 10% of adult fare.
- Children's fares will be priced on an individual basis, please contact us for a quote.
- Group must travel out together, but individual returns allowed.
- After ticketing non-refundable and non-transferable.
- After ticketing reissue/revalidation AUD \$150.00 plus fare difference up to 24 hours prior departure.
- Passengers who do not complete changes at least 24 hours prior departure or who do not fly, will forfeit the entire fare paid.
- In addition to the 23kg checked baggage allowance any additional bag or sporting item can be checked in at 50% of extra bag cost payable direct to you. Please refer to <http://www.airnewzealand.com.au/excessbaggage>
- Date & airline schedule changes are subject to change.
- Special assistance or meal requests must be requested at time of booking.



- All prices quoted are per person, one way economy fares and do not include meals & entertainment. You can purchase meals and entertainment on board the aircraft.
- All fares quoted on fare sheet are inclusive of 1 bag piece at 23kg any additional baggage will be charged as excess baggage.
- Infant/Children's fares will be priced on an individual basis, please contact us for a quote.
- Date & airline schedule changes are subject to change.
- After ticketing reissue/revalidation AUD \$60.00 plus fare difference up to 24 hours prior departure.
- Passengers who do not complete changes at least 24 hours prior departure or who do not fly, will forfeit the entire fare paid.
- Special assistance must be requested at time of booking.



- All prices quoted are per person, one way economy fares and do not include meals & entertainment. You can purchase meals on board the aircraft but no in flight entertainment will be available.
- All fares quoted on fare sheet are inclusive of 1 bag piece at 23kg (usually \$28.00) any additional baggage will be charged as excess baggage.
- Infant/Children's fares will be priced on an individual basis, please contact us for a quote.
- Date & airline schedule changes are subject to change.
- After ticketing reissue/revalidation AUD \$60.00 plus fare difference up to 24 hours prior departure.
- Passengers who do not complete changes at least 24 hours prior departure or who do not fly, will forfeit the entire fare paid.
- Special assistance must be requested at time of booking.



- All prices quoted are per person, one way economy fares and include complimentary beverages, meals, movies and 1 bag piece at 23kg.
- Infant/Children's fares will be priced on an individual basis, please contact us for a quote.
- After ticketing non-refundable and non-transferable.
- After ticketing reissue/revalidation AUD \$75.00 plus fare difference up to 24 hours prior departure.
- Passengers who do not complete changes at least 24 hours prior departure or who do not fly, will forfeit the entire fare paid.
- In addition to the 23kg checked baggage allowance any additional bag or sporting item can be checked in under airline excess baggage rules with applicable costs payable direct to you.
- Date & airline schedule changes are subject to change.
- Special assistance or meal requests must be requested at time of booking.

TERMS & CONDITIONS

Please ensure that you are familiar with the terms and conditions associated with this booking form before signing the payment authorisation below.

BOOKING PROCEDURE & CONDITIONS

1. All accommodation and flights are subject to availability.
2. Confirmation will be sent to the email address provided within 48 hours of receiving booking form.
3. 30 days prior to travel, we will forward a copy of your e-ticket along with relevant travel information to your email provided.
4. Full pre payment is required at time of booking to confirm your reservation. Failure to provide payment information below may result in your booking being returned unconfirmed.
5. We must receive accommodation/flight booking forms no later than 17 July 2012. Any reservations received after this date cannot be guaranteed and will be subject to availability.
6. All reservations and amendments to existing bookings must be made in writing. These changes will not be accepted over the phone. Please email requests for changes to skincancerconference2012@gmail.com
7. Cancellation of total accommodation booking before 30 days prior to arrival will forfeit one (1) night's accommodation. After this date, any cancellation of accommodation will attract a 100% cancellation fee. No exceptions.
8. Bookings for arrivals and departures outside of the main conference dates will be subject to availability.
9. Cancellation and changes to flight bookings is different for each airline and will be advised at time of cancellation.
10. Merchant fees are non refundable.
11. A Service fee of \$25 will be charged to process your booking to cover administrative costs. This is per booking form only – max 4 persons adults per booking form. Children are excluded.

PAYMENT

Please note that all credit card payments will attract a transaction fee. The fees are 1.5 % for Visa and MasterCard transactions and 3 % for American Express transactions.

TOTAL COST ACCOMMODATION _____

TOTAL COST TRANSFERS _____

TOTAL COST FLIGHTS _____

SERVICE FEE PER BOOKING FORM @ \$25.00 _____

TOTAL COST CHARGED TO CREDIT CARD (incl. cc m/fee) _____

CREDIT CARD TYPE 1.5 % fee Visa MasterCard 3% fee Amex

CREDIT CARD NUMBER _____ EXPIRY ____ / ____

CCV NUMBER (____)

PLEASE CONTACT OUR GROUPS DEPARTMENT FOR ALTERNATIVE PAYMENT OPTIONS.

PAYMENT AUTHORISATION

I, _____ have read and understood the terms, conditions and cancellation policies outlined above. I accept the associated credit card transaction fee, and hereby authorise UTA Travel to deduct the appropriate accommodation charges and related transaction fees from my credit card.

SIGNATURE _____ DATE ____ / ____ / ____

QUEENSTOWN FLIGHT SCHEDULE – SKIN CANCER CONFERENCE 2012

All fares are based on one way economy adult tickets inclusive of tax & baggage and subject to change at time of booking.

Quoted in Australian dollars.

Please refer to Airline information on page 4 to read inclusions and conditions.

You can mix airline carriers to suit your individual needs.

Airport taxes that are collectable by a third party and not the carrier are not included in this quote.

HOW TO USE THIS FLIGHT GUIDE:

Take into consideration if you will or will not be attending the workshop on the Friday in Queenstown or joining the conference on Saturday and Sunday only.

Circle the box with your outgoing flight from Australia and your incoming flight home from Queenstown.

Please ensure you are aware of the conditions of your chosen flight and extras that are offered before booking.

If your required date of travel is outside of these dates please email our office and we will assist you with flight schedules and pricing.

Skincancerconference2012@gmail.com

SEPTEMBER 2012	Thur 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18
Ex Syd	DJ88 SYD1035-ZQN1530 \$318.00	Workshop 0800 - 1700 JQ223 SYD0950-ZQN1445 \$299.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	JQ224 ZQN0950-SYD1100 \$265.00	NZ638 ZQN1240-AKL1425 NZ105 AKL1600-SYD 1730 \$359.00
Ex Mel	NZ836 MEL0840-ZQN1345 \$376.00	Workshop 0800 - 1700 NZ898 MEL0900-CHC1420 NZ5381 CHC1605 - ZQN1710 Operated by Mt Cook Airlines \$415.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	NZ620 ZQN0935-AKL1120 NZ725 AKL1530-MEL1730 \$383.00	JQ220 ZQN0955-MEL1120 \$275.00
Ex Bne	NZ834 BNE 0850-ZQN1420 \$357.00	Workshop 0800 - 1700 QF8 BNE 0630-SYD0810 JQ223 SYD 0950-ZQN1445 \$481.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	NZ833 ZQN1520-BNE1705 \$283.00	NZ638 ZQN1240-AKL 1425 NZ739 AKL1600-BNE 1750 \$327.00
Ex Adl	DJ401 ADL0600-SYD 0825 DJ 88 SYD1035-ZQN1530 \$679.00	Workshop 0800 - 1700 Flights departing on Friday arrive on Saturday. Please contact our groups department to discuss options. \$481.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	NZ833 ZQN1520-BNE 1705 DJ7451 BNE 2005-ADL 2230 \$481.00	JQ220 ZQN 0955-MEL1120 QF2067 MEL1320-ADL 1420 \$544.00
Ex Per	NZ176 PER1920-AKL0550+1 NZ639 AKL1015 -ZQN1205 *Arriving Friday \$679.00	Workshop 0800 - 1700 N/A *See previous day for flight departing Thur & arriving today. \$544.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	NZ620 ZQN0935-AKL1120 NZ175 AKL1425-PER1810 \$544.00	NZ620 ZQN0935-AKL1120 NZ175 AKL1425-PER 1810 \$544.00
Ex Hba	DJ1313 HBA0600-MEL0715 NZ836 MEL0840-ZQN 1345 \$526.00	Workshop 0800 - 1700 Flights departing on Friday arrive on Saturday afternoon. Please contact our groups department to discuss options. \$449.00	First Day of Conference 0900 - 1700	Last Day of Conference 0900 - 1700 Plus Gala Dinner	JQ224 ZQN0950-SYD1100 QF1019 SYD1415-HBA 1610 \$449.00	JQ220 ZQN0955-MEL1120 JQ709 MEL1450-HBA 1605 \$430.00