The University of Wollongong provides the resources of a world class University incorporating state of the art facilities, personalised customer service and excellent products within the beautiful and extensive campus grounds.

Contact our professional event management team
Conference OnLine Management and Service Guide

Peter Vrahas
University Conference and Function Centre
UniCentre Conferences and Functions Pty Ltd
PO Box U100
University of Wollongong NSW 2500
Tel: (02) 4221 8095
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The University of Wollongong provides the resources of a world class University incorporating state of the art facilities, personalised customer service and excellent products within the beautiful and extensive campus grounds.

The UniCentre Building have 14 venues with a capacity to hold meetings from 20 – 1,000 people catering for major conferences, trade shows, concerts, weddings, school formals, business and corporate functions and events. Catering offsite is also one of our specialities.

We offer the technological expertise available of a first class university campus with modern equipment available in more than 70 rooms throughout the University of Wollongong. This includes wireless network, AV services, Conference OnLine registration and IT services.

It is our goal to be the visible leader in planning, development and implementation of conferences, events and functions in the local and regional area.

Wollongong UniCentre proposes that University Hall and the Conference & Function Centre be used to accommodate your prestigious event. Both these facilities are located in the same building, UniCentre Building 11 here on the campus of the University

University Hall

At around 1000 sq metres of floor space, University Hall is one of the premier venues in Wollongong. It boasts a huge beautiful glass walled foyer that overlooks a delightful Australian native tree lined lawn garden

Fully air conditioned, University Hall floor space is spread over three (3) tiered levels with ceiling heights from 9 to 11 metres, great for the hanging of any promotional materials. The Hall further boasts a stage area of approx. 70 sq metres rising 1.5 m from the floor and accessed from both sides of the Hall

Other features of the University Hall include a cast supply of different power types, single phase, 2 and 3 phase with flexibility to increase the amount of supply to meet the needs of any event. This venue is ideal for Trade Show with max Booth Set Up of up to 45 if Foyer is also used in conjunction with the Hall. Other benefits also include use of the in house data projector and sound system enabling a company to show off a product via an electronic medium on a screen the envy of Wollongong (Screen Size 15m x 6.8 m)

Adjacent to the University Hall is the UniCentre Car Park capable of holding over 250 cars inside the University Grounds. As University Hall is located on Northfield's Avenue, it is perfectly positioned allowing for any coast transport to drop off and pick up delegates directly next to the Hall

Both University and Function Centre have ramped access throughout the interior of the facilities and both venues comply with the Disability Access laws. (layout at end of document)
Conference and Function Centre

Located at the western end of Wollongong UniCentre building 11, the University Conference and Function Centre provide clients with modern meeting venue, very flexible with a capacity for its rooms to be made larger or smaller depending on the overall requirement. The University Conference and Function Centre is made up of 4 meeting spaces with foyer areas at either end of the facility. Three (3) of the four (4) meeting rooms are approximately 100 sq metres with one room being of 70 sq metres. These rooms will easily accommodate the requirement to hold up to 4 break out rooms. UniCentre has access to further break out rooms of varying amounts within the Building 11 or within short walking distance from the Hall.

UniCentre relationship with the University of Wollongong gives us full access to and additional 70 lecture rooms. Additional features include running the entire length of the Conference and Function Centre is a balcony overlooking tree lined gardens, central to the University, a perfect area for that coffee break and fresh air. Fully air-conditioned the Centre provides for all levels of meeting styles, U-shaped, Boardroom, Theatre style etc with access to Internet and networks via data projectors etc available and standard conference meeting equipment. Adjacent to the Conference and Function Centre is the 600-car space multi storey car park that allows delegates direct access into the Centre. Once again, access by coach transport is ideal as the Bus Interchange is located directly adjacent to the Conference and Functions Centre. The combination of both these high quality venue of University Hall and The Conference and Function Centre will assure success of any Conference Event. (layout at end of document)

McKinnon Building

The McKinnon Building is located in the heart of the University Campus. With two main Conference Venues (380 and 180 respective) and a further seven breakout rooms this venue is ideal with its tiered level individual table lecture style seating facing a formal stage with all the modern conference necessities. All venues have the state of the art audiovisual equipment. Internet Access, phone lines in each room, email / fax facilities, data projectors, computers, disabled facilities, microphones, etc. Technical support is available on a call in basis or hired in for duration of the Conference.

Communication Building

The Communication Building is located also in the heart of the University Campus. With 5 major refurbished Theatre style rooms (200 – 175 respective) All the rooms have the state of the art audiovisual equipment. Internet Access, phone and data lines in each room, data projectors, computers, dvd players, microphones etc. Technical support is available on call in basis or hired in for duration of the Conference.

Room Hire Per Day Cost and Set up information

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<tr>
<th>Room</th>
<th>Theatre</th>
<th>Classroom</th>
<th>Dinner</th>
<th>Cost</th>
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<td>$880</td>
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<td>Na</td>
<td>$425</td>
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<td>179</td>
<td>179</td>
<td>Na</td>
<td>$330</td>
</tr>
</tbody>
</table>

Prices for further Breakout Rooms available on Request based on number of people and how many rooms required
Conference OnLine Management Facilities

The Conference and Function Unit has been at the forefront of ongoing development with its IT and Knowledge Management. Through constant upgrades of computer systems every two years, the unit runs the latest hardware available ensuring that computer crashes are now a thing of the past. The organisation has installed central server based hardware that provides a 24/7 response to unit users with support onsite to assist with any technical matters.

The Conference and Function Unit has also developed and implemented a Conference OnLine system for all conference clients, which includes;

A Conference Registrant interface that enables conference registrants to:
1. Register for a conference (ie. enter their contact details, including a valid email address and select from a list of conference-specific inclusions/options
2. Pay via a secure internet payment systems (e.g. NSIPS)
3. Or the ability to raise a Tax Invoice immediately and arrange for payment via cheque
4. Registrant able to print their own confirmation in the form of tax invoice/receipt

A Conference Management interface that enables the Conference Management Team to
1. Log in
2. Create, activate, modify and close conference records
3. Auto-generate a basic web site for a conference using templates and information from a conference database
4. Generate reports about a conference including the most current conference registry
5. Export data via CSV

Conference OnLine enables detailed reporting processes for the Conference Convenors in terms of all financial details, current registrants and all aspects of conference registration management. The Conference Management Team will be only too happy to provide a more detailed presentation of our ultimate Conference OnLine Management Facilities to you and your Committee

Complete Conference OnLine Management System

The Conference Management Team, are proud of the OnLine system. This service has been in operation since 2003 and continues to provide delegates the opportunity to register OnLine from anywhere in the world 24/7. The Conference OnLine Registration was designed to overcome the number of issues involved in the manual conference registration process. The manual process involved a huge number of paperwork, manual imputing of data manual processing of payment and sending out confirmation letters. With a click of a button all this is done OnLine. Whether large or small a conference consumes considerable quantities of an organisations’ two most precious resources – time and people. With the continually growth of conference activities and number of delegates the need for a system that could automate the process was the driving force behind the development of the Conference OnLine Management System. Since its commencement in 2003 the University Conference and Function Centre has provided OnLine conference management services to over 50 conference in total over 9000 national and international conference delegates have experienced the local region to date.

The OnLine Management Systems offers the ultimate in professionalism to clients by providing the following:
1. OnLine Registration with OnLine Payment Facilities 24/7 by either Credit Card or Tax Invoice Options
2. OnLine Registration for Accommodation, Workshops, Social Activities and other conference related activities and events
3. Prepare Conference Budget Brief and Monitor, prepare and present regular Financial Updates
4. Venue Liaison – Either on or off Campus
5. Event Management – coordinate all external supplies, special events, event orders & programs etc
6. Catering options for Day Packages, Social Events, Cocktail Parties and Conference Dinner
7. General Secretariat Support Services
8. Design, implementation and management of personalised and flexible Webpage
9. Listing of Conference on the University of Wollongong Conference Website and provide link for Own Webpage
10. Manage overall staging and Audio Visual production and IT requirements
11. Printing of Conference materials eg. proceedings,
12. Sponsorship, Exhibitor or Trade Show Management
13. Marketing, Conference Alerts to Target Audience, UniCentre Database of Previous Delegate, Signage
14. Coordinate Conference Accessories eg. satchels, name tags, gifts etc
15. Liaise with relevant University departments
Conference Food and Beverages Options

University Conference and Function Centre have over 25 years of experience in the hospitality industry and combined with professional, knowledgeable and dedicated staff we believe we have the ability to provide the ultimate conference, event or function packages. The University Conference and Function centre has also been recognised for its achievement by winning the 2003 Integral Energy Business Awards for its Excellence in Restaurants, Catering and Conferencing Award.

Conference Day Packages
Inclusive of venue hire, standard audio visual facilities, notepads and pens, water cooler, mints, on arrival tea and coffee, morning tea with assortment of small cakes and biscuits, Stand Up Sandwich Lunch, Picnic Box, BBQ or Buffet Style lunch and afternoon tea, range from $42.00 per head to $56.00 per head. More detailed information will be provided on request.

Conference Dinners or Gala Events
The University Hall with its high ceilings, tiered levels and state of the art audiovisual capabilities is a great venue for Gala Conference Dinners. Stage area is ideal for entertainment set up for bands and guest speaker or presentations. Dinner packages vary according to price and inclusions set by Conference Convenor. However, an average Gala Dinner for max 550 guests consisting of:

- Pre Dinner Hot and Cold Savouries
- 3 course Alternate Drop menus
- 5 Hour Beverage Package of Beer, Wine and Soft Drink
- Venue Hire

Free Car Parking adjacent to the Hall

is available from $78.00 per head.

Enhancements can be coordinated for Gala Dinner at additional cost:

- Decorations or Theme Options
- Entertainment Options
- Guest Speakers
- Chair Covers
- Pin Spot Lighting for each table
- Intelligent and moving light displays
- String Quarter for Foyer on Arrival
- Personalised Menu for each Table
- Gift per Delegate

Cocktails and Welcome Receptions

Wether you require a welcome cocktail reception or a cocktail party in conjunction with opening of trade or exhibition display we can provide varying packages based on budget brief. A three (3) hour Cocktail Party with Food and Beverages commence from $30.00 to $45.00 per head. More details available on request.

For more detailed options please contact

Peter Vrahas
Tel: (02) 4221 8173
Fax: (02) 4221 8001
Email: vrahas@uow.edu.au
Transportation Management

The Wollongong campus is nestled beside the F6 freeway, allowing easy access for travel by car or motorcycle. (The F6 freeway follows the Princes Highway along the south coast). It is just a short walk from the North Wollongong train station and local bus services connect directly to the campus. There are several options of transport available to get delegates to Wollongong. They include: Car Rentals, Train, Airport Coaches, Private Airport Shuttle Services, Taxi Services, Luxury Hire Car. Website Link is provided on Conference Webpage advising delegates of choices and approx. costs applicable.

On Campus Accommodation Services

University Lodge
Set in picturesque grounds of the University of Wollongong, the University Lodge provides deluxe units in 7 tastefully appointed rooms and suites located with 3 minute walk to University Conference Venues. Guestrooms range from apartment style VIP suites containing a fully equipped kitchen, dining room, lounge and study, through modern one bedroom units with separate lounge area, to the economical Studio Room (motel style). Each room has its own private ensuite with mini bar facilities as well as host of kitchenware items including tea and coffee facilities. Most rooms have access to balcony or courtyard to take in the spectular escarpment views including Mt Keira. Other services available at the Lodge include: morning housekeeping service; a Continental Breakfast served to your room; full use of the Guest Lounge and of the fully equipped laundry; Car parking at the front door.

Campus East
Campus East houses 431 University students, both Undergraduate and Post-Graduate, from a variety of cultural backgrounds. Students from around the world, including Sweden, China, Indonesia and Africa and the USA to name a few, choose to live at Campus East during the academic year. This type of budget student accommodation style rooms are available outside the academic year for Conference Activities. Campus East is situated in the northern Wollongong beachside suburb of Fairy Meadow. Originally the Illawarra's Migrant Hostel, Campus East was purchased by the University of Wollongong in 1987 for the purpose of housing students. A short walk to public transport and one of the South Coast's most beautiful surfing beaches, Campus East boasts a relaxed and convivial lifestyle for residents.

Residents enjoy comfortable living arrangements in single study bedrooms within individual units comprised of 2, 3, 4, and 5 bedrooms. Each unit has a bathroom and a shared telephone. Communal dining caters for a variety of tastes, and residents dietary requirements are always considered.

Keiraview Accommodation
The hotel has 52 rooms. Most Rooms have private patios. Brilliant common areas suitable for group BBQ’s and gatherings. One of the closest hotels to the centre of Wollongong, short walk to the beach, quiet location. Internet facilities are available onsite, there is a great common room that has a Pool table and Television.

URAC
Our centre provides the campus population with top-class fitness and sporting facilities including:
- Aquatic Centre
- Air-Conditioned Gym and Fitness
- Lunchtime Sports
- Sporting Clubs
- Indoor and Outdoor Sport & Recreation Facilities

We cater for ALL your health, fitness and social needs through the provision of sports clubs and café facilities. All current students, staff, graduates and people in the community are invited to make use of our outstanding facilities. Come and discover why URAC is the number one choice for fun and fitness!

For bookings and further information.

Reception
Fitness Class Bookings
Sports Facility Bookings
Life Memberships Enquiries
Graduate Memberships Enquiries Jaime Hart or Danielle Spargo (02) 4221 4700
Multi Storey University Car Parking
The Short-term Parking Station is available for staff, students, visitors or anyone who does not have an entry permit between the hours of 8.30am and 6.30pm, Monday to Friday. The carpark is intended for casual or short-term parking. Access and exit from this carpark is through a ticket-controlled boom gate. When you have parked your vehicle, take your ticket with you and, before returning to your vehicle, pay at either of the pay on foot machines located on level F and level H. When you pay, an exit ticket will be issued to you. Hourly rates apply. See Fees.

Audio Visual at the University
AV Services provide a full range of audio and visual conference equipment on campus, complete with specialist support and backup by qualified technicians. Many of the conference and lecture theatres have large screen video displays as a standard feature.

Our technicians can advise and provide you with every type of conference equipment including:

- Lectern and Microphones
- Slide and Overhead projection equipment
- Video and Data Projectors
- Video Conferencing (subject to availability)

Audiovisual Services provide a range of AV equipment available for hire in venues for the purpose of lectures, workshop and presentations.
Conference Rooms and Layouts

FUNCTION CENTRE & KEMIRA ROOMS

Wollongong UniCentre Building 11

Room Layouts

Class Room Style
U-Shaped Style
Circula Style
Theatre Style
Board Room Style
Square Style

UNIVERSITY HALL

Ground Floor or University Hall

Class Room Style
U-Shaped Style
Circula Style
Theatre Style
Board Room Style
Square Style
Conference Facilities

Choose from more than 80 conference & lecture rooms from University of Wollongong or University Conference & Function Centre. From small meeting rooms for 10 delegates to the 1000 seat 'University Hall', these modern, high quality facilities combine excellent value for money with a wide scope of flexibility in conference room design.
External Accommodation

In conjunction with local major accommodation venues the Conference Management Team have been able to negotiate very good accommodation rates for your conference delegates. Delegates will be able to register OnLine to their preferred accommodation venue.

Novotel Northbeach
Novotel Northbeach features 204 well appointed guest rooms and spa suites, boasting magnificent ocean and mountain views. The rooms are generously sized and are furnished with modern decor featuring light wood grains and contemporary style to capture beachside luxury and comfort. Choose from a range of Residential rooms, Ocean View and Ocean View balcony rooms, Northbeach rooms, Studio Spa suites and Executive Suites. We also offer a choice of non-smoking and disabled rooms, as well as a number of interconnecting rooms that are perfect for families. All rooms contain the following features:

IBIS
Hotel Ibis Wollongong is located in the heart of the city, in the main entertainment and business precinct. The hotel has two accommodation wings connected by a frameless glazed bridge, set in landscaped gardens and features 150 rooms, an a-la-carte restaurant, bar and off street car parking. The main shopping centre, WIN Entertainment Centre, cinemas and local beaches are all within easy walking distance.

The Rydges
The Rydges has 70 well-appointed guest rooms. Within the heart of Wollongong City Centre and 50 m from Wollongong Train Station, lies the Rydges (previously City Pacific Hotel. Only a brief walk sees you immersed in all that Wollongong has to offer - shops, beaches, cinemas and Entertainment Centre - the ultimate short break hotel.

Quest Serviced Apartments
Quest Wollongong offers a range of 42 one and two bedroom apartments each complete with full kitchen and laundry facilities. It location is excellent for those who wish to stay in the heart of the city as it is only 1500 m from Wollongong City Centre.

Best Western
The Best Western City Sands, overlooking spectacular City Beach is located just outside Wollongong Central Business District. We are the newest boutique accommodation with 20 hotel style apartments on offer. Outstanding ocean or mountain views to choose from with single or double rooms available.

Boat Harbour
Boat Harbour Motel Wollongong is a three stars hotel, with exotic surroundings, tropical gardens and awaterfall adding to the pleasant Boat Harbour Motel experience. The Boat Harbour Motel provides the comfort and facilities you deserve to make your visit even more memorable. At Boat Harbour Motel you are assured of a happy stay.

External Audio Visual

We are able to co-ordinate and manage all the technical equipment and personnel needed to ensure that your event meets the highest quality standards.

Specialising in Audio, Video, Data and Lighting for:
- Conferences
- Seminars
- Product Launches
- Award Ceremonies
- Expos
- Dinners

We can cater for all size functions and have a high quality range of:
- Data/video projectors
- Laptops and show computers
- Video and audio playback units
- PA systems
- Lighting
- Video Cameras for live to screen and documenting

No matter the size of the event whether it be a single projector and screen or a multi-formatted choreographed presentation with multiple screens and cameras, PA systems and a light show, your event will be catered for with the upmost professionalism and we can also supply you with your video production and graphic needs to ensure that all the pieces of your event work together cohesively.
Conference Financial Report and Budget Planner

Assistance in Conference Budget preparation:
Careful pre-planning of initial draft conference budgets are the first critical steps that needs to be addressed, once a conference event has been awarded to the University of Wollongong.

Assistance would be provided by the Conference Management Team in the form of advice and support on a variety of inclusions that should be considered when pre-planning the conference budget.

A Budget Planner has been designed to act as a "check-list" of relevant conference budget items. Assistance will be given to complete details contained on this form thus enabling an appropriate conference registration fee and details to be establish.

Administration of Conference Delegate Payments:
The University of Wollongong UniCentre conference department would receive and deposit all delegate registration fees as well as Sponsorship/trade expo payments, into a relevant conference working account. Letters of confirmation including receipts etc. would be co-ordinated through and sent from the conference department office.

Disbursement of Relevant Deposits:
Where applicable, deposit payment disbursements would be co-ordinated through the Conference Unit, on behalf of the conference event organisers.

Administration of Refunds/Cancellations
As part of the service provided by the Conference Unit undertakes to administer, on the organiser’s behalf, any relevant cancellation or refunds that may be applicable. It is suggested that when initial conference planning is commenced both these issues receive adequate attention to develop relevant policy procedures allaying any queries that may arise in the future.

Conference Financial Reports
Cost Centre income and expenditure reports will be produced and provided to committees of each individual conference for information purposes on a frequent basis throughout the pre and post conference periods. These reports will contain relevant delegate registration, seed funding, sponsorship/trade exhibition fees etc as well as disbursements of funds where applicable.

Reconciliation of Conference Account
Additional financial responsibilities of the Conference Unit include coordinating credit card processing, invoicing and company order co-ordination and the overall disbursement of conference funds, on behalf of the conference organisers.

Conference Budget Planner
From the outset a clear conference budget is essential in the pre-planning stage of your upcoming conference event. Your budget must be realistic and should cover as many relevant conference variables as possible.

Delegate Registration fees are easily calculated once all costs are identified.

Fixed Costs represent charges/fees that are levied regardless of whether 10 - 100 delegates attend. Examples of such costs include; Room Hire rates, Entertainment, Guest Speakers fees, Accommodation, airfares, etc.

A Working Copy of the Conference Budget Planner will be issued upon confirmation of Conference.

Internet Policies
If you require internet access the rate for direct internet connection to the wireless system is at a cost of $55.00 per day. We expect our Customers to use the Internet with courtesy and responsibility and to be familiar with and to practice good Internet etiquette.

Violation of any of the policies is strictly prohibited and may result in immediate account suspension or termination. Customers may not engage in illegal conduct including, but not limited to, posting of defamatory, scandalous, or private information about a person without their consent, illegal pornography, intentionally inflicting emotional distress, or making physical threats against another person via email, news, or any other electronic media/service provided. Violation of any of the policies is strictly prohibited and may result in immediate account suspension or termination. Internet policy can be viewed at the university website. www.uow.edu.au
# Conference Management Financial Report

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<table>
<thead>
<tr>
<th>UNICENTRE CONFERENCE AND FUNCTION MANAGEMENT FEE</th>
<th>Percent of Total Registration Fees</th>
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<tbody>
<tr>
<td>10% of Total Registration Fees</td>
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<tr>
<td>5% of Onsite Registration Fees</td>
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<thead>
<tr>
<th>ESTIMATED EXPENSES NOT YET PAID</th>
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<th>TOTAL OF DAYS</th>
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<tbody>
<tr>
<td>Conference Speaker Fee</td>
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<tr>
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<tr>
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<tr>
<td>Tailored Day Package</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Dinner Menu 2</td>
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</tr>
<tr>
<td>Welcome Party</td>
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</tr>
<tr>
<td>Catering Fee</td>
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</tr>
<tr>
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<table>
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<tr>
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<td><strong>$392.00</strong></td>
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</table>

**CONFERENCE MANAGEMENT FEES & CONTRACT**

I agree to authorize the Woolungong University Conference & Function Centre Pty Ltd (ABN 14 111 956 392) to pay all of the above outstanding amounts and accept this document as a Tax Invoice for purposes of payment of Woolungong University Conference Management Fees & Services rendered.

Confrence Convenor: [Signature]

Company: [Faculty / Department]
Address: [Suburb]
State: [Post Code]
Tel: [Extension]
Fax: [Extension]
Email: [Signature]

Total Balance: $977.00
Outstanding GST incl: $15.00
Outstanding GST ex: $0.00
Total Collected: $977.00
Welcome to the University of Wollongong, Australia’s University of the Year for an unprecedented two years in succession: 2000/2001 and 1999/2000 and winner of the 2003 Integral Energy Illawarra Business Awards - Restaurants, Catering and Conferencing. The University of Wollongong encompasses a modern conference and function setting, benefits of an international hotel, conveniences of a major city and the resources of a world class university all in one beautiful location.

FEES & CHARGES APPLICABLE:

(1) **Management Fee**: The below Management Fee is applicable to any conference event that requires the use of UniCentre Conferences and Functions Pty Ltd to administer the conference event. UniCentre Conferences and Functions Pty Ltd ABN will be used for GST purposes.

(a) 10% of total income received for the conference is applicable (incl. GST) or minimum Management fee of $1000.00 will be charged for any Conference or Event held at the University of Wollongong Campus

(b) 12% of total income received for the conference is applicable (incl. GST) or minimum Management fee of $1200.00 will be charged for any Conference or Event held anywhere around Australia (other than UOW Campus).

(2) **Bank Fees**: A number of fees are applicable to any financial transaction processed through UniCentre Conferences & Functions Pty Ltd.

   Online Conference Registration Payments attracts a 3.5% on any total payment made by Credit Card (includes Visa, Master Card & Bank card ONLY) an additional 2% will be charged if delegates use AMEX on any Registration fees, accompanying persons, additional food or beverage, deposits/sponsorship of any kind or any payment made via this method). Cheques - $5.00 per cheque drawn on behalf of a conference event for any disbursements.

(3) **Event Staffing**: Staffing throughout the conference event is charged on a person-by-person basis. General ratio used, 2 Registration staff member per 100 delegates. Charge includes all delegates processing, receipting of any money received and providing general delegate support. $220.00 per staff member per day + travel, meals and accommodation, (if applicable) or $25.00 per hour per staff person for minimum of 4 hours

(4) **Cancellation Policy**: If you decide to cancel your conference due to insufficient numbers or insufficient funds and you have signed the Conference Management Agreement a cancellation fee will apply of $1000 and 10% of income already received. This cost will cover the time that the Conference Management team has dedicated towards your conference prior to your cancellation and in the process of reimbursement of paid registration fees or any other income and/or expenses

(5) **Direct/Indirect Costs**: Negotiated rate for, Direct or Indirect costs are also applicable to any conference organiser. Such costs include but not limited to: Postage, telephone & facsimile calls are charged based on nominal cost recovery charges only, any catering of food & beverage, any promotional items, directional signage, room hire fees and any other costs not mentioned above and are listed on the final Conference Financial Report.

(6) **Internet Costs**: If you require internet access the rate for direct internet connection to the wireless system is at a cost of $55.00 per day. A conference user name and password will be issued at the start of the conference ant then closed at the end of the conference. We expect our Customers to use the Internet with courtesy and responsibility and to be familiar with and to practice good Internet etiquette. The Policies can be found on University of Wollongong website. Violation of any part of the policy is strictly prohibited and will result in immediate account termination.

(7) **Conference Web Site**: The Management Fee does not include the design and implementation of your web site this will be an additional cost of $750.00 which also includes a direct link to University of Wollongong Conference Calendar and to your nominated company website.

(8) **Financial Report**: A financial report will be issued at the end of the conference outlining all income received, all expenses paid on behalf of the Conference Event and any outstanding monies to be received or paid.

---

Conference Convenor:_____________________________ Position:__________________________________

Company:_____________________________ Faculty / Department:__________________________________

Address:_____________________________________________ Suburb:__________________________________

State:___________ Post Code:___________ Tel:___________________________Fax:_______________________

Email:___________________________________ Date:_____________ Signature:___________________________

*Please sign the above contract and return original back to this office one week after receiving the contract.*

UniCentre Conference & Functions Pty Ltd - PO Box U100, University of Wollongong NSW 2500

**IMPORTANT NOTICE**

UniCentre Conferences & Functions Pty Ltd reserves the right to cancel the conference management agreement, and cease involvement with the client and the client’s conference, due to contract not signed by the client or reasons beyond their control. UniCentre Conference & Functions Pty Ltd also reserves the right to refuse registrations.
1. TENTATIVE BOOKING:
A tentative booking will be held up to seven days only. Management reserves the right to change or release the venue or cancel any unconfirmed bookings.

2. CONFIRMATION:
Confirmation of bookings must be made by signing the Conference Management Contract and forwarding the registration and requested deposit, within the seven day period.

3. FINAL DETAILS:
Details of all arrangements must be advised in writing to the Conference Coordinator at least 14 days prior to the function.

4. CONSUMPTION:
No food or beverage of any kind will be permitted to be brought into the Conference by the client or any of the client’s guests, invitees or person attending the function.

5. DISPLAYS AND SIGNAGE:
Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in the University areas is to be approved by UniCentre Conference & Functions Pty Ltd.

6. BAND MEALS:
The Musicians Award stipulates that all entertainers must be provided with a meal. These are provided at a nominal charge to the client.

7. DAMAGE:
The client is financially responsible for any damages sustained during the Conference by the client, client’s guests, invitees or other persons attending the Conference, whether in the room reserved or any area or part of the University.

8. RESPONSIBILITY:
UniCentre Conference & Functions Pty Ltd will not accept responsibility for damages or loss of merchandise left behind during the Conference. Clients should arrange their own insurance and/or security.

9. DELIVERY AND COLLECTION OF EQUIPMENT:
Equipment delivered for the Conference must be directed to the attention of the Conference Coordinator and the Conference name and date clearly stated. All deliveries should be made to the UniCentre Conference & Functions Pty Ltd, located in Northfield Avenue, Wollongong NSW 2500 between 8.00am to 5.00pm Monday through Friday. Goods left in the Foyer of the UniCentre without prior arrangement will be deemed abandoned. The client is responsible for cost involved in ensuring set-up and break-down time of all Conference space.

10. ADVERTISING:
The client must obtain written permission from the University and UniCentre prior to using either the name or Trademark for advertising.

11. CANCELLATION
Please refer to the Conference Management Agreement.

12. ROOM HIRE FEE:
All room hire fees are included in the conference day package and if the Conference is in the function Centre rooms. Room Hire Fee will be applicable if the Conference is held at the McKinnon Building of the University or University Hall.

13. ENTIRE AGREEMENT:
Terms and Conditions constitute the entire agreement of UniCentre Conference & Functions Pty Ltd and the client and shall supersede all prior offers, negotiations and agreements in connection with the Conference.
University
Conference & Function Centre

For further information please contact

Elena Di Stefano
Manager, Conferences and Functions
UniCentre Conferences and Functions Pty Ltd
PO Box U100
Wollongong NSW 2500
Ph: 02 4221 8095
Fax: 02 4221 8001
Email: elena@uow.edu.au
Web: http://functions.uow.edu.au