



ANHLC Conference 2010 – Registration Kit

Surviving and thriving in changing times

17 – 19 March 2010

**Princeton Motor Lodge
25 – 41 Princes Highway
SALE VIC 3850**

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1. Introduction from ANHLC

Whether you go to the conference to build your governance and management skills, get informed and debate the current community sector issues or to network and get some well deserved time out, this year's conference has something for you.

The conference workshop program is divided into three streams:

- Strengthening your organisation
- Policy & the big issues
- Fun & creativity

In addition there will be chaired 'conversation tables' for delegates to discuss, debate, share ideas and gather information on selected topics.

The conference dinner will be catered by local chefs Nathan and Natasha Smith. It will be held at the recently refurbished Maffra Memorial Hall in Foster St Maffra. Return shuttle buses will be provided for the 15 minute drive between Sale and Maffra.

Conference excursions will offer the opportunity to visit three diverse local Neighbourhood Houses and Learning Centres or to go on a fascinating guided tour of historical Sale.

The main conference venue is the Princeton Motor Lodge (25 - 41 Princes Highway Sale). We will also be using the Sale Baptist Centre 800 metres away and there will be shuttle transport for those who prefer not to walk between the venues (see Section 4 for full details of venues).

Registering will be quicker and more efficient this year with our online registration process via the 'Trybooking' system (see Section 3 for full instructions) with a paper option available for anyone who would prefer it. If you would like a paper registration form please contact ANHLC.

As in the past, the conference cost and registration process is separate from the accommodation booking and payment process. Delegates need to arrange their own accommodation. There are a number of accommodation options close to the main conference venue (see Section 5 for accommodation details).

We are also using an online booking system for the workshops and excursions. Details will be emailed to all members later in February. Pre-booking the conference workshops will enable us to repeat popular workshops where possible and locate workshops in appropriately sized rooms.

2. Conference program

See the conference program and notes on our website for full details about each workshop:

www.anhlc.asn.au/conference2010

3. Conference rates and registration

Registration for the 2010 ANHLC Conference will run slightly differently to past years. It will be conducted online in two stages (with a paper option for those who require one), with the initial registration being for the conference itself and a later registration for workshops. Some workshops may incur an extra charge on top of the conference rate to cover costs associated with presenters and materials. If necessary, these extra workshop charges will be payable in the second stage of registration.

As in the last couple of years, the conference cost and registration process is separate from the accommodation booking process. Delegates will need to arrange their own accommodation. See Section 5 for details.

These rates do not include dinner on Wednesday night. Delegates will need to organise their own dinner plans or are welcome to join ANHLC staff and Board at O'Neill's Bistro (Desailly Street, Sale) at 7pm.

The two stages of registration are as follows:

- Stage 1 Registration and payment for conference opens January 2010 and closes Monday 13 March 2010.
- Stage 2 Final Workshop Program released and registration for workshops and payment of extra workshop charges opens February 2010 and closes Monday 13 March 2010.

Costs of Stage 1 conference registration are as follows:

Regular Delegates ANHLC members and non-members excluding presenters and members of the ANHLC Board	ANHLC Member Rate	ANHLC Non-Member Rate
Regular delegate – full conference – including dinner This includes cost of the Thursday night dinner	\$260 (Member1)	\$360 (NonMember1)
Regular delegate – full conference – excluding dinner This does not include Thursday night dinner	\$200 (Member2)	\$300 (NonMember2)
Regular delegate – single day including dinner This is a cost per day whichever day you choose to attend. If you wish to attend more than one day you will need to register for the full conference This includes cost of the Thursday night dinner	\$180 (Member3)	\$240 (NonMember3)
Regular delegate – single day excluding dinner This is a cost per day whichever day you choose to attend. If you wish to attend more than one day you will need to register for the full conference This <u>does not</u> include cost of the Thursday night dinner	\$130 (Member4)	\$195 (NonMember4)
Thursday night conference dinner only This is for those who are attending the dinner only and not any other part of the conference.	\$60 / head	\$70 / head

ANHLC Member Presenter Delegates ANHLC member presenters who are also attending the conference as a delegate receive a subsidised conference registration rate	
ANHLC member presenter delegate – full conference – including dinner This includes cost of the Thursday night dinner	\$160 (Presenter1)
ANHLC member presenter delegate – full conference – excluding dinner This <u>does not</u> cost of the Thursday night dinner	\$100 (Presenter2)
ANHLC member presenter delegate – single day including dinner This is a cost per day whichever day you choose to attend. If you wish to attend more than one day you will need to register for the full conference This includes cost of the Thursday night dinner	\$125 (Presenter3)
ANHLC member presenter delegate – single day excluding dinner This is a cost per day whichever day you choose to attend. If you wish to attend more than one day you will need to register for the full conference This <u>does not</u> include cost of the Thursday night dinner	\$65 (Presenter4)

Stage 1 Registrations are now open electronically using the Try Booking system.

To access the registration page visit the following link:

<http://www.trybooking.com/CGN>

Each delegate must complete the registration process separately.

Please make sure when asked for your address and contact details you enter the details of your House and not your personal details!

All registered delegates will be sent a final Workshop Program and details of Stage 2 registration in February 2010.

If you are having trouble registering online or would like a paper registration form please contact Erica Bramham on (03) 9654 1104.

Paying for the Conference

Payment can be made via one of three methods:

1. Online via credit card during the online registration process
2. By cheque – see section titled “Paying by cheque or EFT” below
3. By EFT – see section titled “Paying by cheque or EFT” below

Paying by credit card

If you are paying by credit card all you need to do is click the “Checkout” button on the “Shopping Cart” page and you will be taken to a screen to enter your credit card details. Once your payment has been approved you will be emailed a ticket which confirms your booking.

Paying by cheque or EFT

TryBooking is a great system for managing online events, however there are a few limitations. There is no built in “pay later” function, so if you wish to pay us using a cheque or Electronic Funds Transfer (EFT) you will need to follow these instructions:

1. Move through the online booking process until you reach the “Shopping Cart” page.
2. Under “Discount Code” enter *paylater* and click “apply”. In terms of the system, this will effectively apply a ‘100% discount’ to your booking letting you finish your registration without having to enter any credit card details.
3. Click “Checkout”.
4. Continue through the online booking process until you receive your electronic ticket either on screen or by email.
5. Note down the last five digits in your booking ID (for example: b0fe120b-97df-4f26-a21a-cf04126b78bf) and include these in the payee note on your EFT transaction or write them on the back of your cheque. If you don’t include this reference we will not be able to match your cheque or EFT transaction to your booking, particularly if there are several people attending from the one Neighbourhood House. Alternatively you can print your ticket and staple it to your cheque.
6. Cheque and EFT details are below:

Cheques:

Made payable to ANHLC
ANHLC
Level 7, Carlow House
289 Flinders Lane
MELBOURNE VIC 3000

EFT:

Made payable to ANHLC
BSB: 633 000
Account number: 127561009

Remember to include the last 5 digits of your TryBooking ID with your cheque or EFT payment!

Your registration will not be finalised until payment has been received.

Cancellations

A full refund will be made for cancellations made before 1 March 2010.

No refunds will be available for cancellations after 1 March 2010. If you cannot attend the conference and wish to cancel after this date you may like to transfer your registration to another person to attend in your place.

Registration transfers

Transfer of registration to another person is available until Monday 15 March 2010. If you wish to transfer your registration please contact Erica Bramham on 9654 1104 or erica@anhlc.asn.au.

4. Conference venues

The main conference venue is the Princeton Motor Lodge:

Princeton Motor Lodge
25-41 Princes Highway
SALE VIC 3850

In addition, some workshops will be held at the Sale Baptist Centre:

Sale Baptist Centre
Lot 2 Princes Highway
SALE VIC 3850

The venues are 800m (approximately 10 minutes walk) apart. There will be transport available for those who prefer not to walk between venues. Please indicate if you will require assistance commuting between venues in your registration form.

The conference dinner on Thursday night will be held at the Maffra Memorial Hall, and there will be buses to transport delegates from the Princeton Motor Lodge to the Memorial Hall and back to their accommodation after dinner. You will need to book in for transport to and from the dinner in Stage 2 of the registration process.

Maffra Memorial Hall
Foster Street
MAFFRA VIC 3860

5. Accommodation information

Delegates are required to book their own accommodation in Sale. The following accommodation suggestions are close to the conference venues, however there are many other places to stay in Sale and nearby Maffra. The websites www.wotif.com and www.lastminute.com.au are good for comparing and making accommodation bookings.

It is recommended you book your accommodation early, as Sale is quite a busy town and accommodation places will fill up fast.

Princeton Motor Lodge - main conference venue

25-41 Princes Highway
SALE VIC 3850

Phone: (03) 5144 6599

Fax: (03) 5144 5166

info@princetonmotel.com.au

<http://www.princetonmotel.com.au/>

Rate per night: \$89 including breakfast

Please note that ANHLC have booked a large number of rooms at this venue which will be taken up by staff, Board members and guest presenters. There may be some extra rooms available if you book early, but once this venue is filled you will need to contact the options below.

Best Western Aspen Motor Inn

342 York St
SALE VIC 3850

Phone: (03) 5144 3888

Fax: (03) 5143 1530

aspenmotorinn@bestwestern.com.au

<http://aspen.bestwestern.com.au/>

King Avenue Motor Inn & Apartments

20-26 Princes Highway
SALE VIC 3850

Phone: (03) 5143 2222

Fax: (03) 5143 2000

<http://www.kingavenue.com.au/>

Limited rooms are available (opposite the Princeton), so you will need to book quickly.

Sale Motel

271 York Street
SALE VIC 3850

Phone: (03) 5144 2744

Cheap, clean accommodation.

Sale Motor Village

Princess Highway
SALE VIC 3850

Phone: (03) 5144 1366

<http://www.salemotorvillage.com.au>

Onsite cabins available.

The Wellington Visitor Information Centre can also advise on further accommodation options and act as an accommodation broker:

Phone: (03) 5144 1108 or 1800 677 520

www.tourismwellington.com.au

6. Transport information & maps

Driving

Sale is approximately 2.5 hours by car from Melbourne along the Princes Highway. See below for a map of the location of the conference venues.

Public Transport

Daily rail and coach services run between Melbourne and Sale. Costs of a return VLine train ticket from Melbourne are as follows:

- Full fare, economy, off-peak: \$40.80
- Concession, economy, off-peak: \$20.40

To download train timetables and maps or to buy tickets visit www.vline.com.au.

A shuttle service will be available to transport delegates between Sale train station and the conference venue on Wednesday and Friday, coordinated with the train arrivals from Melbourne. Further details including shuttle times will be available closer to the date of the conference.

Taxi Services

Taxis can be booked in Sale by contacting (03) 5144 3278

