

**THE SOCIETY FOR MEDICAL**

**AND**

**BIOLOGICAL ENGINEERING**

**(NSW) INC**

****

***REGISTRATION FORM 2024***

**33rd Annual SMBE (NSW) Inc.**

**Biomedical Engineering Training Seminar**

**Dates: 24th to 27th March 2024**

**Venue: Panthers Port Macquarie, 1 Bay St, Port Macquarie NSW 2444, Australia.**

**STEP 1: YOUR DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  | | |
| **Street Address:** |  | **Suburb:** |  | **Postcode:** |  |
| **Phone (BH):** |  | **Phone (Mob):** |  | | |
| **Email address:** |  | | | | |
| **Organisation or**  **Affiliation:** |  | **Position or Title:** |  | | |

**STEP 2: REGISTRATION FEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration Type** | **Entitlements** | **Registration Fee (no GST is payable)** | **Please write amount** |
| Full Registration – current financial member of SMBE (NSW) | Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. | $200.00 |  |
| Full Registration – member of another SMBE or EA | Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. **(Note: Proof of membership is required).** | $250.00 |  |
| Full Registration – non-member | Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. | $350.00 |  |
| Full Registration - student (undertaking full-time studies) | Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. **(Note: Proof of full-time studies is required).** | $165.00 |  |
| Day Registration – Mon or Tues | This includes all sessions on Monday or Tuesday and includes morning & afternoon teas and lunch. Does not include Welcome BBQ or Conference Dinner (tickets can be purchased separately) | $110.00 per day |  |
| Day Registration – Wed | This includes all sessions on Wednesday including morning tea and lunch. Does not include Welcome BBQ or Conference Dinner (tickets can be purchased separately) | $65.00 per day |  |
| Accompanying Person to Welcome BBQ – **Name :** | | $55.00 |  |
| Accompanying Person to Conference Dinner – **Name :** | | $110.00 |  |
| Additional Trade Registration – **Name :** | |  |  |
| Additional Trade Registration – **Name :** | |  |  |
| **TOTAL COST FOR CONFERENCE REGISTRATION** | |  | **$** |

**STEP 3: DIETARY NEEDS**

**We can pass along your catering needs to the caterers for the following diets:**

**□ Vegetarian**

**□ Gluten Free**

**□ Lactose Free**

**Please note down any food allergy that requires the kitchen to alert you when the ingredient is included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP 4: COMPLETING YOUR REGISTRATION PRIOR**

**There is no online registration this year ...**

**Once you have completed your Registration Form please email it to** [registrations@smbensw.org.au](mailto:registrations@smbensw.org.au) **and we will invoice you.**

**DO NOT PAY until you receive your Invoice – then use the INVOICE NUMBER as the REFERENCE for the EFT transfer.**

**Please don’t use “SMBE” as a reference as this is hard to match up on our bank statements**

**HOSPITALS AND HEALTH SERVICES – please provide us with a PURCHASE ORDER which we will use when we invoice you.**

**STEP 5: COMPLETING YOUR PAYMENT AFTER YOU ARE INVOICED**

**SMBE NSW INC IS NOW EXCLUSIVELY A DIRECT DEPOSIT ORGANISATION** – We do not have facilities for processing cheques and we can’t receive payments by mail.

Please EFT your payment to SMBE NSW account at:

|  |  |
| --- | --- |
| **Bank:** | St. George |
| **Account Name:** | SMBE NSW |
| **BSB:** | 112-879 |
| **Account Number:** | 145 280 082 |
| **Reference:** | Use your Invoice No. on the Tax Invoice we sent you after receiving your Registration form |

**DO NOT PAY before receiving your Invoice! Thank you**

Please advise of your Direct Deposit payment by email to [registrations@smbensw.org.au](mailto:registrations@smbensw.org.au)

**Notes:**

1. **If you are registering prior to the conference please email this registration form to reach SMBE NSW by 17th March 2024.**
2. **Registration will still be available at the conference, but pre-registration is preferred as it helps with catering and avoids the first morning registration crush – you can use this form to register at the conference.**
3. **There is no GST payable on this invoice as SMBE (NSW) Inc is no longer registered for GST.**