

Practical Ways to Profit in Ever Changing Markets



ATAA 2018
National Conference

18-20 May 2018

Rendezvous Hotel
Melbourne



Accommodation

Booking accommodation with your registration

A limited number of hotel rooms have been reserved on behalf of ATAA delegates at the Rendezvous Hotel.

Accommodation bookings can be made as part of the online registration process.

Accommodation bookings will close on **Friday, 10 April 2018** or earlier if fully booked.

You may choose to find your own accommodation via other hotel websites or booking agents. Any accommodation costs are in addition to your conference fee.

Please note the Rendezvous Hotel will not have a record of your booking until Monday, 13 April 2018. If you require further assistance or changes to your booking, please contact the conference secretariat, Expert Events at Conference-Bookings@ATAA.asn.au.

Arrival time

Hotel check-in is from 15:00. Please indicate your estimated time of arrival during the booking process. If you wish to guarantee your room is ready before the hotel check-in time it is recommended that you book and pay for the room for the evening prior to your arrival. Failure to advise your arrival time if arriving after 18:00 may mean that your room will be released.

Payment for accommodation

A credit card number is required at the time of booking. This will be passed on to the hotel to guarantee your booking. If you wish the hotel to settle your account with a credit card of which you are not the signatory, you must provide written authority to the hotel to do so. You may prepay the full amount of your accommodation via EFT (bank transfer) directly to the hotel within 30 days of check in.

Changes to your accommodation booking:

Please notify your requests for changes or cancellation by email directly to the Conference Secretariat, Expert Events at Conference-Bookings@ATAA.asn.au.

The Rendezvous Hotel

328 Flinders Street, Melbourne, 3000
(03) 9250 1888



Room type: Guest room

Bedding configuration: Queen or 2 single beds

Room rate per night: \$189

Breakfast rate (pre-booked): \$20/person/day

Centrally located in the central business district, this 4.5-star historic hotel has been restored to retain the feel and style of its 1913 origins while providing guests with modern technology and facilities.

Distinguished by elegance, historic significance and traditional luxury, Rendezvous Hotel Melbourne offers 340 elegantly furnished guest rooms and suites. Each includes individually controlled air conditioning, cable TV, a private bathroom and a private electronic safe.

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The Rendezvous Hotel (continued)

This award-winning hotel is within walking distance of world-class shopping, theatres, sports venues, entertainment and dining. Federation Square and the historic Flinders Street Train Station are right across from the hotel.

Check in/Check out: Check in from 15:00. Check out by 11:00. Concierge can arrange to store luggage for those guests arriving early when rooms are unavailable.



Car parking:

Valet parking, \$45 per car, per 24 hours - multiple entry and exit

Self parking, \$25 per car, per 24 hours - single entry and exit

Internet: Complimentary unlimited hi-speed WiFi at 1mbps speed for up to four devices per room. Higher speed upgrade option for unlimited devices available at \$9.95 per day

Security bond: The hotel will pre-authorize the credit card to cover for any incidentals and require photo ID.

Payment: Payment is accepted by Cash, EFTPOS, Visa, Mastercard, American Express or Diners Club.

If you would prefer to pre-pay the full amount of your accommodation via EFT directly to the hotel, please insert PRO-FORMA INVOICE in the special requirements field on the accommodation page of the online registration form. Payment for the reservation via EFT must be received no later than 5 working days prior to arrival.

All incidental charges incurred during your stay are your own responsibility and must be settled on check-out.

Credit card service fees: Please note that a 1.2% credit card transaction fee will apply for Visa and Mastercard, and 2.5% for Diners and Amex.

Cancellation policy: Any cancellation of rooms within 30 days of arrival will result in a 1 night penalty, whilst any cancellations received within 14 days prior to arrival or 'no show' will incur a penalty equal to 100% of the accommodation cost.

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