



## TIPS FOR GROUP REGISTRATION

To ensure the registration process for the group is as smooth as possible, please read the following tips:

**Tip 1 Collate all the details you need before you start the registration form.**

*(See page 2 of this document for the questions in the group registration process. You could circulate this to your group and have them complete the information, so it is handy for you in the online registration process)*

**Tip 2 Once you start filling in the registration form, don't stop or exit the form.** Like most systems containing personal information, it will time out if you leave it idle for too long.

**Tip 3 Complete the details for the group coordinator first.** This will be the person who will be sent the invoice and is responsible for coordinating payment. If the group coordinator is not attending the conference, you will be able to indicate this and enter their details separately.

**Tip 4 Be sure to check all the details of each registration, in particular their name and unique email address.**

**Tip 5 Make sure you know which way your organisation prefers to pay before you start the registration form.** You can select either credit card or invoice for EFT payment. Payment must be made in one (1) single transaction. The tax invoice will be sent to the group coordinator only.



*This is a list of the questions asked during the group registration process. To assist the group coordinator in completing the group registration, this document could be provided to each delegate in the group to complete their own details and return to the group coordinator.*

**Data Collection and Processing Consent**

As a part of the registration process, you will be required to provide personal details. The collection of data at Occupational Therapy Australia is being handled with full and proper respect for the privacy of our customers. For more details, please refer to OTA’s Privacy Policy. Your details may also be provided to the Melbourne Convention and Exhibition Centre if you have disclosed any dietary, mobility, or other requirements that will require special attention from the venue staff.

- I give consent for my data to be collected

**[FOR MEMBER REGISTRATION TYPES] Please indicate the association which you are a member of:**

- Occupational Therapy Australia (OTA) – provide membership number, if available:
- An International Occupational Therapy Association

Registration Type

**In-Person Registration**

- Member
- Non-Member
- New Graduate Member
- Student Member
- Student Non-Member

Contact Details

Title	
First Name	
Last Name	
Position	
Organisation	
Email Address	
Mobile	
Billing Address	
Dietary Requirements	

**Aboriginal or Torres Strait Islander Origin**

- Aboriginal and Torres Strait Islander
- Torres Strait Islander
- Neither
- Prefer not to disclose

**First time attending a forum?**

- Yes
- No

**Visibility on Mobile App / Delegate list**

- I would like to Opt In - share my contact details.
- I would like to Opt Out - do not share my contact details.



### Photography and Videography Permission

- Yes, I agree to onsite photography and videography
- No, I DO NOT agree to onsite photography and videography

### Accessibility Requirements

If you have any accessibility requirements that we should be aware of to assist with your participation in the Conference, please detail them below:

### Registration Queries

Please advise of any queries that you have for Occupational Therapy Australia and a member of the team will come back to you shortly.

### Willingness to participate as a Session Chair or Co-Chair

We are looking for participants who are interested in contributing to the success of our conference by serving as a session chair or co-chair. This is a great opportunity to be actively involved and help facilitate engaging discussions.

- I would like to learn more about session chairing by participating as a co-chair
- Yes, I would like to chair a session

## SOCIAL FUNCTION

### Welcome Reception

**Thursday 28 November 2024**

**5:00pm - 6:30pm**

**BangPop, 35 South Wharf Promenade, South Wharf, Melbourne**

Join us for the Welcome Reception, just 300m (5-minute walk) from the Melbourne Convention and Exhibition Centre. This is a great opportunity to network with fellow delegates, sponsors, and exhibitors following day 1 of the Conference, and explore a little bit of what Melbourne has to offer! BangPop is a vibrant Thai restaurant located along the Yarra River at South Wharf known for its colourful, playful ambiance with outdoor seating that provides stunning waterfront views. A ticket to the Welcome Reception is included in all full delegate registrations however please confirm your attendance below.

Tickets for day delegates and guests can be purchased for AUD\$85.00.

About you and your work

### How many years have you been an OT?

- I am currently studying OT
- 1 - 2 years
- 3 - 5 years
- 6 - 10 years
- 11 - 19 years
- 20+ years
- I am not an OT



**What is your level of practice?**

- Student
- Academic
- Clinician
- Private Practice Clinician
- Manager
- Team Leader
- Researcher
- N/A

**Level of Practice - Other (Please specify)**

**What is/are your main area/s of practice or interest?**

- Acute care rehab / hospital
- Aged care practice
- Assistive technology
- Autism spectrum disorder
- Care and consumer focus
- Communications partner (SA) – Accreditation required
- Cultural competency
- Disability
- Driving
- Foundation skills
- Hand therapy / Lymphedema
- Intellectual disability
- Knowledge translation
- Leadership / Management
- Medico-legal practice
- Mental health inc. forensic AOD and refugees
- Modifications / Access
- NDIS practice
- Neurological conditions
- Non-clinical professional development
- Occupational rehab
- OH&S / Ergonomics
- Other practice
- Paediatrics
- Pain management
- Palliative care and oncology
- Policy and process
- Primary health
- Private practice area
- Professional supervision
- Rehabilitation
- Research / Education
- Vision impairment

**Area of Practice - Other (Please specify)**

**What setting/s do you currently work in?**

- Acute Care /Hospital/Rehabilitation (Public)
- Acute Care/Hospital/Rehabilitation (Private)
- Community Health
- Policy/Government
- Primary Health
- Private Practice (Employee)
- Private Practice (Owner)
- Research and Higher Education

**If you work in another setting, please specify:**