



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. Questions marked with an * require an answer.*

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.

Group Registration Eligibility and Cancellation

Group Registration discounts may apply when three (3) or more delegates from the same organisation are registered for a full conference registration, and payment for the group is made in one (1) single transaction. Delegates cannot be added to a group after the initial group is processed and will not be provided with the group discount.

Cancellation of an individual registration in the group made at least 30 days prior to the event will receive a refund of their registration less an administration fee of \$150 inc. GST. The cancellation of an individual registration in the group may result in the original discount no longer being applicable to the group. No refund will be given for cancellations received within 30 days of the event; however, an alternative delegate may be submitted. The replacement delegate must be from the same organisation. If the replacement delegate is not a member, the non-member fee will apply and the difference must be paid immediately and prior to the event.

Cancellation of the entire group made at least 30 days prior to the event will receive a refund of their registration less an administration fee of \$150 inc. GST per delegate. No refund will be given for cancellations received within 30 days of the event. No alternative delegates may be submitted for an entire group.

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.

Personal Information

Are you a current member of Occupational Therapy Australia or a WFOT affiliated Occupational Therapists' Association?

Member Status*

- Yes – Occupational Therapy Australia Member
- No – Not a member
- Yes – Current member of an International OT Association

If Member:

Member Number:	
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If Member Category (select one)

- Member – Part-time/Full-time worker
- Student – Undergraduate
- New Graduate
- Affiliate Member

Title:	
First Name	
Last Name	

Contact Details

Mobile	
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Australian numbers:

Mobile must start with 04, e.g. 0412 345 678 (no +61)

Landline must start with 02, 03, 07, or 08, e.g. 02 1234 5678

*Overseas / alternate numbers:
Please enter as you usually would*

All conference communication will be sent via email, please provide the best details to contact you.

Email Address	
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If you would like conference updates sent to more than one email, please include any additional details below.

Additional Emails	
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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 detail, please refer to OTA's Privacy Policy. Your details may also be provided to the Brisbane 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**
- I do not give consent**

NB: if you do not consent you will not be able to proceed with your registration

Select Registration Type

- OT Exchange Full Registration (Tuesday 23 AND Wednesday 24 June 2026)**
- Single day registration**

NB: you can register a member of your group for a day registration; however, this registration type is not eligible for the group discount.

SOCIAL FUNCTIONS

It is essential you indicate below every function you wish to attend, even if the function is included in your registration fee. You will not be able to attend unless you have done so.

Please indicate below if you would like to purchase additional ticket/s. All prices are in AUD and include 10% GST.

Welcome Reception

Tuesday 23 June 2026, 5.15pm - 6.45pm

Venue: Plaza Terrace - Brisbane Convention and Exhibition Centre

Cost: **Included** in full registrations. \$85.00 per person for day registrations and guests.

- I would like to attend the Welcome Reception**
- I do not wish to attend the Welcome Reception**
- I would like to purchase an additional guest ticket**

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

Private Practice Day

Take your OT practice to the next level. This powerful one-day event is built for solo private practice OTs and growing OT business owners who want clear, practical strategies to boost their confidence. If you're ready to build a stronger, smarter, more resilient OT practice - this event is for you.

- Member - \$300
- Non-member - \$450

Group Registration

Optional Donation

Add an optional \$10 donation to support the OT Research Fund and help advance evidence-based practice. Please note: Donations are not tax-deductible

- Optional Donation \$10

Billing Details

Please enter billing details as required to appear on your invoice.

Address*	
Suburb*	
State*	
Country*	
ZIP/Postcode*	

If you require an invoice made out to your organisation, please complete the below details.

Billing Organisation	
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Invoice to be addressed to (*If Billing Organisation required)

Billing First Name	
Billing Last Name	

The invoice will be sent directly to you via email. Should there be an alternative email, please provide this below.

Billing Address Email	
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Conference attendance requirements

Dietary Requirements

If you do not have any dietary requirements, please skip this question entirely.

If you have more than one dietary requirements, please click on the box below and select your first dietary requirement, then repeat the same until all of your dietary requirements appear in the box.

We understand the challenges faced by individuals with food intolerances/allergies and will do our best to accommodate these needs. While we aim to address these requirements, please understand that the venue, despite taking precautions, cannot guarantee a fully allergy-friendly environment. Please note that while the venue strives to meet these requirements, there might be instances where complete accommodation may not be possible.

- Diabetic Egg / Egg Product
- Fish / Fish Product
- Fructose Intolerance
- Gluten Intolerance
- Kosher (certified Kosher preparation)
- Kosher (non-certified but follows dietary principles)
- Lacto-Vegetarian
- Lupin
- Mammalian Meat
- Milk / Milk Product
- Ovo-Vegetarian
- Pescetarian
- Sesame / Sesame Product
- Soy
- Sulphites

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- Celery
- Coeliac
- Lactose Intolerance
- Crustacean
- Halal
- Nut Allergy
- Seafood Allergy
- Vegan
- Vegetarian
- Vegetarian and Dairy Free
- Vegetarian and Gluten Free
- Vegetarian, Gluten and Dairy Free
- Other

Accessibility Requirements

We are dedicated to ensuring that the conference is a safe, inclusive, and enjoyable experience for all attendees. If you have any support needs, please let us know so we can ensure your full participation.

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Name Badge Details

The following information will be included on your name badge.

Do you prefer to go by a different name? For example, you may shorten your first name **e.g. Joanne/Joseph to Jo** or be referred to by your middle name.

Your name badge will display your *preferred* name(s) to help foster a welcoming and inclusive environment. Your full name, as supplied earlier during registration, will continue to be used elsewhere where needed.

Preferred First Name	
Preferred Last Name	

To ensure we create a safe and inclusive space and address everyone correctly, we invite you to share your pronouns with us.

- She/Her**
- They/Them**
- He/Him**
- I use different pronouns**
- I'd prefer not to answer**
- Pronouns (Other)**

To honour the Traditional Custodians of the land where we live and work, we invite you to include your Traditional Place name on your name badge.

You can find Traditional Place names through the [AIATSIS Map of Indigenous Australia](#), your local government authority's website, or by reaching out to Aboriginal and Torres Strait Islander Land Councils and consultative bodies.

Traditional Place name	
State*	
Position	

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Employer/Practice*	
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Conference profile

The following information will be included in your profile in the conference mobile app. These details are optional but encouraged.

Headshot

Photos should be a high-resolution colour headshot (photograph) in portrait orientation. The file size should be over 100KB/300dpi to be considered high resolution and must be a clear photograph (not blurry), however, cannot exceed 1MB.

Headshot: Upload

Biography

Please enter your biography with no more than 150 words, written in third person. If you exceed 150 words, we will reduce the words on your behalf. Names should be written in full in the first instance, first name followed by last name.

e.g. Jo Citizen is an academic, primary care researcher, educator and clinician. Jo is a regular contributor to medical journals.

Unsure how to write a biography? [Tips on writing the perfect biography.](#)

Contact Bio:	
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Visibility on Mobile App & Delegate List*

Your profile will appear in the attendee list on the conference mobile app, and you can choose to share either basic details or your full profile.

Sharing your profile on the conference mobile app enhances networking and engagement opportunities with fellow attendees. You can update your details and permissions at any time within the app.

Opting out means the following details will be displayed: first name, first letter of last name (e.g. Jo C), profile photo (if uploaded) and registration type. While you can still use the app, your information will not be searchable, and you won't qualify for Conference prizes or be able to contribute to the social wall.

Opting in means the following details will be displayed: full name (e.g. Jo Citizen), organisation, position, profile photo (if uploaded) and registration type.

- 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*

There will be photography and videography taking place at the OT Exchange 2026 for the purpose of marketing materials. Please indicate your consent below.

Those who indicate 'no' will be provided a different coloured lanyard to identify this to the photographer and videographer.

- Yes, I agree to onsite photography and videography**
- No, I do not agree to onsite photography and videography**

Group Registration

Conference Audience

To help us better understand you, please select the fields most relevant below:

Aboriginal or Torres Strait Islander Origin

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

How many years have you been an OT?

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

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
- Other

Area of Practice

- 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
- Paediatrics
- Pain Management
- Palliative Care and Oncology
- Policy and Process
- Primary Health
- Private Practice Area
- Professional Supervision
- Rehabilitation
- Research / Education
- Vision Impairment
- Other Practice

Is this your first time attending a Conference?

- Yes
- No

Attendance Insights

How did you hear about the Conference?*

- Ambassador
- Attended previous Occupational Therapy Australia Events
- Colleague recommendation / Word of mouth
- Direct email from Occupational Therapy Australia
- Newsletter or Journal Advertisement
- OTA's Connections Magazine
- Social Media (Facebook / Instagram / LinkedIn / Twitter)
- The Occupational Therapy Australia website
- Other

What is your primary motivation for attending the conference?*

- Convenient way to meet my CPD requirements in condensed time frame
- Expected as part of role
- For my own professional development opportunity
- Invited/participating in the program
- Networking
- Program content
- Reputation of Occupational Therapy Australia's events
- To meet with exhibitors/suppliers
- Other

Program

Session Chair Participation*

- Yes, I would like to chair a session
- I would like to learn more about session chairing by participating as a co-chair
- No, I would not like to chair a session

If Yes, Which stream would you be interested in session chairing?

You may select more than one option.

- Assistive Technology
- Disability
- Knowledge Translation
- Older Persons
- Paediatric

Which program stream do you plan on primarily attending?*

Selecting a session now does not lock you into attending that session, it will just help us with planning and room capacities purposes.

- Assistive Technology
- Disability
- Knowledge Translation
- Older Persons
- Paediatrics