



**THE SOCIETY FOR MEDICAL  
AND  
BIOLOGICAL ENGINEERING  
(NSW) INC**

Address all correspondence to:  
The Honorary Secretary  
PO Box 4144 Candelo NSW 2550 or  
[secretary@smbensw.org.au](mailto:secretary@smbensw.org.au)

**REGISTRATION FORM 2023**

**32<sup>nd</sup> Annual SMBE (NSW) Inc.  
Biomedical Engineering Training Seminar  
Ulladulla, NSW, Australia  
Dates: 5<sup>th</sup> to 8<sup>th</sup> March 2023**

**Venue: Ulladulla Civic Centre, 81B Princes Hwy, Ulladulla, NSW, 2539, Australia.**

**STEP 1: YOUR DETAILS**

<b>First Name:</b>		<b>Surname:</b>			
<b>Street Address:</b>		<b>Suburb:</b>		<b>Postcode:</b>	
<b>Phone (BH):</b>		<b>Phone (Mob):</b>			
<b>Email address:</b>					
<b>Organisation or Affiliation:</b>		<b>Position or Title:</b>			

**STEP 2: REGISTRATION FEES**

<b>Registration Type</b>	<b>Entitlements</b>	<b>Registration Fee (no GST is payable)</b>	<b>Please write amount</b>
Full Registration – current financial member of SMBE (NSW)	Attendance at all sessions, all meals, welcome BBQ & Conference Dinner.	\$180.00	
Full Registration – member of another SMBE or EA	Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. <b>(Note: Proof of membership is required).</b>	\$245.00	
Full Registration – non-member	Attendance at all sessions, all meals, welcome BBQ & Conference Dinner.	\$320.00	
Full Registration - student (undertaking full-time studies)	Attendance at all sessions, all meals, welcome BBQ & Conference Dinner. <b>(Note: Proof of full-time studies is required).</b>	\$150.00	
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)	\$100.00 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)	\$80.00 per day	
Accompanying Person to Welcome BBQ – <b>Name:</b>		\$50.00	
Accompanying Person to Conference Dinner – <b>Name:</b>		\$100.00	
Additional Trade Registration – <b>Name:</b>			
Additional Trade Registration – <b>Name:</b>			
<b>TOTAL COST FOR CONFERENCE REGISTRATION</b>			\$

### **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**

**Please Note:** 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 from us – then make sure to use the **INVOICE NUMBER** as the REFERENCE for the EFT transfer.

And please don't use "SMBE" as a reference as this makes it really hard to match up on our bank statements as that isn't a unique identifier

**HOSPITALS AND HEALTH SERVICES** – please provide us with a PURCHASE ORDER which we will then 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 accept cheques and nor can we receive cash payments.

Please EFT your payment to SMBE NSW account at:

<b>Bank:</b>	St. George
<b>Account Name:</b>	SMBE NSW
<b>BSB:</b>	112-879
<b>Account Number:</b>	145 280 082
<b>Reference:</b>	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) use your Invoice number as the reference on your EFT transaction.

#### **Notes:**

- Please email this registration form by 27<sup>th</sup> February 2023.**
- Registration might 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.**
- Please Note: We aren't registered for GST. There is no GST payable on this invoice.**