**GROUP AND CONFERENCE BOOKING FORM**

Group Arrival Date Group Departure Date

Name of Group/Conference

Name of Organising Body

Name of Group/Conference Organiser

Address for Correspondence / Billing

 Phone Number

Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Conference Website

Is this an annual conference/group? Last held (when/where)

How is the conference being advertised?

**ACCOMMODATION REQUIREMENTS:**

Number of guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of single rooms (shared bathroom facilities) required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of apartments required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Each apartment consists of two bedrooms, bathroom, kitchenette and lounge area)

Number of studios required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Each studio consists of one double bed, private bathroom, kitchenette and air-conditioning)

Please tick preference:

🞎 No Meals 🞎 B&B (Bed & Breakfast) 🞎 BBD (Bed, Breakfast and Dinner), 🞎 Full Board (3 meals)

**FACILITIES / MEETING ROOMS REQUIRED** (please specify, including dates)

**Please return to:** **admin@mandelbaum.usyd.edu.au**

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