



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

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## **ANMF (Vic Branch) Workplace Representative Expenses Policy – Annual Delegates Conference**

### **Accommodation eligibility:**

Where eligible, ANMF (Vic Branch) will arrange and provide accommodation for delegates to attend the Annual Delegates Conference.

If a delegate's workplace is 50km or more from the conference venue:

- The delegate is eligible for two nights of twin-share accommodation. i.e the night prior to and of the first day of the conference

All accommodation is twin-share. Please specify who you would like to share with on your registration form.

- If delegates would like to share their room with a particular delegate from their ward, workplace or region, where possible please ensure arrangements have already been made prior to registering for the conference to ensure their colleague also intends to register for the conference and agrees to share a twin room.
- In the event the delegates preferred colleague is not attending, has opted to share a room with another delegate they will be assigned a room mate from their facility or region for the duration of the conference.
- Requests for room or hotel arrangements beyond twin-share preference will not be accommodated.
- If the delegate is eligible for accommodation (i.e. work more than 50kms from the conference venue), and would like a single room, a supplement fee will be payable at time of registration.
- Accommodation at specific hotels will be allocated in order of registration date, and confirmed closer to the conference date.
- Any additional personal expenses other than accommodation, such as phone calls, mini bar, etc. are to be paid by the member.

- There will no longer be a dinner subsidy on the Wednesday night prior to the conference. A dinner for the Wednesday night will be made available and organised by the ANMF for representatives eligible for accommodation. Delegates must confirm during registration that they wish to attend this dinner and re-confirm closer to the conference date when prompted. No other meals will be covered by the Branch, other than listed below.
- In the event a delegate is no longer able to attend the conference or no longer wishes to be accommodated, as arranged, the delegate must – within seven working days ahead of the conference – contact the Branch events team via 9275 9333 to notify of any changes. Failure to do so may mean a delegate is invoiced for any expenses occurred by cancellation without notification, unless there are extraordinary or exceptional circumstances.