WORLD CONGRESS ON LARYNX CANCER 2015

26 - 30 JULY 2015 • CAIRNS CONVENTION CENTRE
CAIRNS • QUEENSLAND • AUSTRALIA

REGISTRATION BROCHURE

Register online: www.wclc2015.org
LETTER OF INVITATION

On behalf of the organising committee, it is our pleasure to invite you to join us for the World Congress on Larynx Cancer 2015 in Cairns organised by the Australian and New Zealand Head & Neck Cancer Society (ANZHNCS).

The congress will take place from Sunday 26 July to Thursday 30 July 2015 at the Cairns Convention Centre in Cairns, Queensland, Australia. The Centre received the AIPC Apex Award for World’s Best Congress Centre in 2014.

We acknowledge and appreciate the participation of the international and local academic faculty members and look forward to their contribution to the congress.

The scientific committee have planned a comprehensive program which include sessions focusing on larynx cancer, the neck, epidemiology, public health, smoking trends and other carcinogens, radiotherapy, reconstruction, the developing world, voice restoration, chemotherapy, open partial surgery, voice outcome measures and supraglottic cancer. Dedicated free paper and allied health sessions will also be held.

Delegates are encouraged to submit one or more abstracts for consideration in the program and opportunities will be available for oral presentation and posters. Please refer to the Call for Abstracts section of this brochure for submission information.

We would like to take this opportunity to acknowledge our major sponsors, Karl Storz Endoscopy Australia Pty Ltd (Gold Sponsor), Olympus (Silver Sponsor) and Medtronic (Bronze Sponsor). We would also like to thank Tourism and Events Queensland and Business Events Australia for their support of the congress.

The congress would not be possible without the support of the sponsors and exhibitors and we are very grateful for their involvement.

We look forward to welcoming you to the congress at the Cairns Convention Centre in July 2015.

Yours sincerely,

Associate Professor Robert Smee FRANZCR
Radiation Oncologist, Sydney, Australia
Convener

Associate Professor Carsten Palme FRACS
ENT / Head & Neck Surgeon, Sydney, Australia
Co-Convener
CONTENTS

Letter of Invitation ............................................................... 2
Australian and New Zealand Head & Neck Cancer Society (ANZHNCS) ............ 5
Who should attend? ................................................................ 5
Sponsors and Exhibitors ........................................................... 5
2015 Organising Committee .................................................... 6
Program at a Glance .............................................................. 6
Academic Faculty Members ..................................................... 7
Provisional Program ............................................................. 10
General Information ............................................................. 14
Pre Congress Workshop ........................................................ 14
Official Functions .............................................................. 14
Call for Abstracts ............................................................. 15
Audio Visual Instructions for Presenters ....................................... 16
Submitting Your Presentation .................................................. 17
Grants and Prizes Offered by ANZHNCS .................................... 18
Registration Information ..................................................... 18
Delegate Registration Form .................................................. 19
Destination Information ...................................................... 20
Things to See and Do in Cairns and Surrounds ......................... 20
Travel Information .......................................................... 21
Accommodation Options .................................................. 23
Accommodation Map ...................................................... 25
Accommodation Request Form ............................................. 26
Accommodation Terms and Conditions .................................. 27
Accommodation Cancellation Policy ........................................ 27
The use of Transoral Laser Microsurgery (TLM) became widely accepted as a treatment option for early laryngeal cancer following introduction of CO2 laser technology. Since then, the approach has been extended gradually to encompass wider indications, such as T4a laryngeal cancer.

Among the challenges to treating such forms of cancer with radical surgical procedures are preserving healthy tissue and the anatomical integrity of the larynx. A study published in 2013, reported on a study to assess the feasibility of TLM use in treating certain cancers as an organ-preserving alternative to standard open surgical treatments.* Compared with radical surgical procedures, use of TLM makes it possible to minimize loss of healthy tissue and avoid extensive reconstruction procedures, as well as the majority of primary tracheotomies. These advantages help offer enhanced quality of life to patients treated using TLM.

Use of TLM for laryngeal tumor removal has been limited, however, by the need to obtain proper exposure and working space. Many tumors cannot be exposed adequately using wide body transoral retractors and can only be visualized using laryngoscopes.

A new distending operating laryngoscope has a distinctive design that helps provide optimal exposure of critical areas of the tongue and supraglottic region. Specifically, the design allows 50 to 100% of the base of tongue to be visualized during procedures. And, the use of lateral wings prevents the tongue and soft tissue from obstructing the lumen.


For more information regarding technologies to support TLM, contact your local KARL STORZ representative at 1800 996 562 or email karlstorz@karlstorz.com.au
AUSTRALIAN AND NEW ZEALAND HEAD & NECK CANCER SOCIETY (ANZHNCS)

Early in 1998, a number of head and neck oncologists from the disciplines of surgery, radiation oncology and medical oncology met in Sydney to discuss the feasibility of establishing a multidisciplinary head and neck cancer society.

A working party was formed and following a number of meetings, invitations were sent to individuals in these three specialties to become foundation members of the Australian and New Zealand Head & Neck Cancer Society.

The initial business meeting was held on 9 December 1998 and at that time there were 60 foundation members.

The Society adopted as its Constitution the Model Rules for Associations published by the Department of Fair Trading in NSW and the members agreed that their principal objectives would be to promote the practice of head and neck oncology, to educate medical colleagues and the public about our specialty, to foster research and to seek optimal treatment outcomes for our patients.

WHO SHOULD ATTEND?

The congress is designed for health professionals involved in the care of patients with larynx cancer, not only at presentation, but also in the years afterwards. Health professionals will include ENT surgeons, plastic and reconstructive surgeons, head and neck surgeons, oral and maxillofacial surgeons, anaesthetists, medical oncologists, surgical oncologists including endocrine surgeons, radiation oncologists, registrars, speech pathologists, nurses, dietitians, psychologists, medical students and other health professionals.

SPONSORS AND EXHIBITORS (as at time of printing)

MAJOR SPONSORS

Gold Sponsor:

Silver Sponsor:

Bronze Sponsor:

CONGRESS SUPPORTERS

EXHIBITORS

- Atos Medical A B
- Device Technologies
- Karl Storz Endoscopy Australia Pty Ltd
- Main Medical Pty Ltd
- Medtronic
- Olympus
## 2015 ORGANISING COMMITTEE

**Convener**  
Associate Professor Robert Smee FRANZCR, Radiation Oncologist, Sydney

**Co-Convener**  
Associate Professor Carsten Palme FRACS, ENT / Head & Neck Surgeon, Sydney

**Organising Committee**  
Dr Daniel Novakovic FRACS, ENT Surgeon, Sydney  
Dr Faruque Riffat FRACS, ENT Surgeon, Sydney  
Associate Professor Chris Milross FRANZCR, Radiation Oncologist, Sydney  
Dr Julia Maclean, Speech Pathologist, Sydney  
Dr David Veivers FRACS, ENT / Head & Neck Surgeon, Sydney

## PROGRAM AT A GLANCE

Program correct at time of printing (November 2014) however the congress organisers reserve the right to change the program without notice.

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## Academic Faculty Members

Correct at time of printing (November 2014) however the congress organisers reserve the right to change the information without notice.

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<tr>
<td>Dr</td>
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PROVISIONAL PROGRAM

Provisional program correct at the time of printing (November 2014). However, the congress organisers reserve the right to change the program without notice.

SUNDAY 26 JULY 2015

4.00pm – 6.00pm
ANZHNCS Executive Committee Meeting
(Executive Members only), Cairns Convention Centre

6.00pm – 7.00pm
Opening Ceremony, Cairns Convention Centre

7.00pm – 9.00pm
Welcome Reception, Cairns Convention Centre

MONDAY 27 JULY 2015

8.00am – 8.30am
Opening

8.30am – 9.00am  Chris O’Brien Oration
Epidemiology of Larynx Cancer

9.00am – 10.30am  Plenary
• Anatomy of the Larynx
• History of Larynx Cancer and its Treatment
• The Patient
• The History of Clinical Trials in Larynx Cancer
Presenters include: Jean Bourhis, Patrick Bradley, Jay Piccirillo and Steven Zeitels

10.30am – 11.00am  Morning Tea with the Industry

11.00am – 12.30pm  Concurrent Sessions - 1
1.1 Assessment of the Patient with Larynx Cancer
Presenters include: Charlotte Bøje, Luiz Kowalski, Jay Piccirillo and Robert Smee

1.2 Epidemiology
Presenters include: June Corry, Anil D’Cruz and Boguslaw Maciejewski

1.3 Office Endoscopy
Presenters include: Matthew Broadhurst, Elisabete Carrara de Angellis and Timothy McCulloch

1.4 Imaging of the Larynx
Presenters include: Lavier Gomes, Rodney Hicks, William Mendenhall and Chris Terhaard

1.5 Tumour Pathology
Presenters include: Ruta Gupta and Gregory Wolf

1.6 Premalignant Lesions CIS
Presenters include: Henri Marres and Vinidh Paleri

1.7 Rare Tumours / Paediatric
Presenters include: Douglas Chepeha, Alan Cheng, Ralph Gilbert, Marc Remacle, Scott Rickert and Steven Zeitels

12.30pm – 1.30pm  Lunch with the Industry

1.30pm – 2.00pm  Keynote Lecture
Molecular Biology of Larynx Cancer
Thomas Carey

2.00pm – 3.30pm  Concurrent Sessions - 2
2.1 Public Health
Presenters include: Patrick Bradley, Kerry Olsen and Amy Richardson

2.2 Indigenous Patients
Presenters include: Gurmit Bachher, Michael Barton, Jonathan Irish, Kelvin Kong and Hemi Patel

2.3 Disease Burden: The Significance of Tumour Volume
Presenters include: William Mendenhall, Brian O’Sullivan, Marc Remacle and Gregory Wolf

2.4 Smoking Trends and Other Carcinogens
Presenters include: David Currow and other speakers to be announced

2.5 Patient Support Structures: Role of Primary Care Giver
Presenters include: Clare Burns, Elisabete Carrara de Angelis, Jesus Herranz and Laurelie Wall

2.6 Database
Presenters include: Ralph Gilbert, Jorgen Johansen, Michael Poulsen and John Ridge

2.7 Airway Management
Presenters include: Jeremy Field, Faruque Riffat and Murray Stokan

3.30pm – 4.00pm  Afternoon Tea with the Industry

4.00pm – 5.30pm
Free Papers
**TUESDAY 28 JULY 2015**

8.00am – 8.30am  Keynote Lecture  
Innovations in Larynx Cancer Surgery  
Steven Zeitels

8.30am – 10.00am  Plenary  
- Staging of Larynx Cancer  
  Presenters include: Petra Ambrosch, Brian O’Sullivan, John Ridge, Jatin Shah

10.00am – 10.30am  Morning Tea with the Industry

10.30am – 12.30pm  Concurrent Sessions - 3  
  3.1 The Patient and Airway Management  
    Presenters include: Charlotte Bøje and Murray Stokan  
  3.2 Molecular Biology  
    Presenters include: Thomas Carey, Douglas Chepeha, William Coman and Jonathan Irish  
  3.3 Current Staging System – Limitations  
    Presenters include: Petra Ambrosch, Patrick Bradley, Antti Makitie and Kerry Olsen  
  3.4 The Neck  
    Presenters include: Patrick Gullane, Luiz Kowalski, Boguslaw Maciejewski, Sandro Porceddu and Jochen Werner  
  3.5 Supraglottic Cancer  
    Presenters include: Bruce Haughey, Michael Hinni, Georges Lawson and Robert Smee  
  3.6 Voice Outcome Measures: Objective vs Subjective  
    Presenters include: Elisabete Carrara de Angelis, Pauline Dooley, Caterina Finizia, Cade Madill, Timothy McCulloch and Danielle Stone  
  3.7 Glottis  
    Presenters include: Martin Canis, Alfredo Pontejos and Sandro Porceddu

12.30pm – 1.30pm  ANZHNCS Foundation Meeting  
  (Foundation Members only), Cairns Convention Centre

1.30pm – 2.00pm  Keynote Lecture  
Database Development  
Jørgen Johansen

2.00pm – 2.30pm  Keynote Lecture  
Management of Larynx Cancer: Patient Perspective  
Barbara Murphy

2.30pm – 3.30pm  
ANZHNCS Annual General Meeting  
(ANZHNCS members only), Cairns Convention Centre

**WEDNESDAY 29 JULY 2015**

8.00am – 8.30am  Keynote Lecture  
Historical Perspective: Voice Restoration Following Total Laryngectomy  
Eric Blom

8.30am – 10.00am  Plenary  
- Tumour Board  
  Presenters include: Petra Ambrosch, William Coman, June Corry, Jan Lewin and Annabel Pollard

10.00am – 10.30am  Morning Tea with the Industry

10.30am – 12.30pm  Concurrent Sessions - 4  
  4.1 Role of Open Partial Surgery  
    Presenters include: Luc Bron, William Coman, Vincent Vander Poorten and Jochen Werner  
  4.2 Radiotherapy as the Main Component of Treatment  
    Presenters include: Jean Bourhis, Boguslaw Maciejewski, Jens Overgaard and Chris Terhaard  
  4.3 The Developing World  
    Presenters include: Marlinda Adham, Michael Barton, Luiz Kowalski and Alfredo Pontejos  
  4.4 Swallowing Assessment With and Without a Larynx  
    Presenters include: Bena Cartmill, Jan Lewin, Timothy McCulloch, Joanne Patterson and Alison Perry  
  4.5 Treatment of Dysplasia and CIS  
    Presenters include: Andrew Blitzer, Henri Marres, William Mendenhall, Vinidh Paleri and Steven Zeitels  
  4.6 Salvage Treatment  
    Presenters include: Anil D’Cruz, Georges Lawson, Thomas Loh and Brian O’Sullivan  
  4.7 Chemotherapy  
    Presenters include: Rainald Knecht, Danny Rischin, Brian Stein and Jan Vermorken

12.30pm – 1.30pm  Lunch with the Industry

1.30pm – 2.00pm  Keynote Lecture  
Recurrent Disease  
Ralph Gilbert

2.00pm – 3.30pm  
Free Papers

3.30pm – 4.00pm  Afternoon Tea with the Industry
4.00pm – 5.30pm Concurrent Sessions - 5
5.1 Learning Curve
Presenters include: Patrick Bradley, June Corry and Liz Kenny
5.2 Voice Restoration – Problems and Solutions
Presenters include: Eric Blom, Timothy McCulloch and Heather Starmer
5.3 Vocal Fold Wound Healing
Presenters include: Jacqui Allen, Yo Kishimoto, Susan Thiebault and Nathan Welham
5.4 Reconstruction
Presenters include: Jonathan Clark, Ralph Gilbert, David Lott and Vincent Vander Poorten
5.5 Complications, Avoidance and Treatment
Presenters include: Douglas Chepeha, Bahman Emami, Jean-Pierre Jeannon and Bernard Lyons
5.6 Translational Research
Presenters include: Farzaneh Ahmadi, Thomas Carey and Steven Zeitsels
5.7 Laser vs Robot vs Open
Presenters include: Luc Bron, Kevin Higgins and Georges Lawson

7.00pm – 10.30pm
Congress Dinner, Cairns Convention Centre

THURSDAY 30 JULY 2015

8.00am – 8.30am Keynote Lecture
Outcome Measures
Barbara Murphy

8.30am – 10.00am Concurrent Sessions - 6
6.1 Judging Success
Presenters include: Frans Hilgers, Boguslaw Maciejewski, Cate Madill, Henri Marres and Ben Panizza
6.2 Open Surgery
Presenters include: Ian Cole, Patrick Gullane, Jatin Shah and Neil Vallance
6.3 Radiotherapy as an Established Treatment
Presenters include: Jean Bourhis, Bahman Emami, Jens Overgaard and Sandro Porceddu
6.4 The Patient (survivorship)
Presenters include: Rebecca Nund and Barbara Murphy
6.5 Laser
Presenters include: Petra Ambrosch, Martin Canis and Scott Coman
6.6 Palliative Care
Presenters include: Caitlin Sheehan, Jan Vermorken, a surgeon and radiation oncologist

10.00am – 10.30am Morning Tea with the Industry

10.30am – 12.30pm Concurrent Sessions - 7
7.1 Transplant and Tissue Engineering
Presenters include: Antti Makitie and Marshall Strome
7.2 Robotic Surgery
Presenters include: Richard Gallagher, Michael Hinni and Suren Krishnan
7.3 Nursing
Presenters include: Linda Magann and Judith Muir
7.4 Radiotherapy of the Future
Presenters include: June Corry, William Mendenhall and Michael Poulsen
7.5 Challenge of Trials in Larynx Cancer
Presenters include: Jean Bourhis, William Coman, Gopal Iyer, Jorgen Johansen and Greg Wolf
7.6 Swallowing Therapy and Treatment
Presenters include: Bena Cartmill, Michelle Ciucci, Jan Lewin, Timothy McCulloch and Vinidh Paleri
7.7 Cost of Care
Presenters include: Michael Barton, Patrick Bradley, Kevin Higgins and Brian Stein

12.30pm – 1.30pm Lunch with the Industry
1.30pm – 2.00pm Panel
Rehabilitation Team
Presenters include: Caterina Finizia, Jan Lewin, Barbara Murphy, Annabel Pollard and Andrew McWhorter

2.00pm – 3.30pm
Free Papers

3.30pm – 4.00pm Afternoon Tea with the Industry

4.00pm – 5.30pm Concurrent Sessions - 8
8.1 Rehabilitation Surgery
Presenters include: Andrew Blitzer and Matthew Broadhurst

8.2 Quality of Life
Presenters include: Jan Lewin, Amy Richardson and John Ridge

8.3 Rehabilitation of the Senses
Presenters include: Richard Dirven, Caterina Finizia, Frans Hilgers and Corina van As-Brooks

8.4 “To Feed or Not to Feed?” – Is there a question?
Presenters include: Merran Findlay and Belinda Vangelov

8.5 Future Topics in Larynx Cancer
Presenters include: Jean Bourhis, Georges Lawson and Marshal Strome

8.6 Long Term Follow Up
Presenters include: Henri Marres, Alfredo Pontejos and Guy Rees

5.30pm – 6.00pm Closing Remarks
Lester Peters and Wolfgang Steiner

Please visit the Olympus stand to find out more!
Customer Service 1300 132 992
www.olympusaustralia.com.au
**GENERAL INFORMATION**

**DATE AND VENUE**
The World Congress on Larynx Cancer 2015 will be held at the Cairns Convention Centre, Sheridan Street, Cairns, Queensland, Australia from Sunday 26 July – Thursday 30 July 2015. For further information about the venue, please visit www.cairnsconvention.com.au

**REGISTRATION DESK**
The registration desk will be located on the ground floor of the Cairns Convention Centre.

**Opening Hours:**
- Sunday 26 July 2015: 4.00pm – 7.00pm
- Monday 27 July 2015: 7.00am – 5.00pm
- Tuesday 28 July 2015: 7.30am – 3.30pm
- Wednesday 29 July 2015: 7.30am – 5.00pm
- Thursday 30 July 2015: 7.30am – 4.00pm

**MORNING TEAS, LUNCHES AND AFTERNOON TEAS**
All morning teas, lunches and afternoon teas (as applicable) will be served in the industry exhibition area in Hall 2 at the Cairns Convention Centre.

**INTENTION TO PHOTOGRAPH**
Delegates are advised that photographs may be taken during the congress and reproduced.

**DIETARY REQUIREMENTS**
Please note that the venue is responsible for all catering at the congress and ANZHNCS / RACS does not inspect or control food preparation areas or attempt to monitor ingredients used. You should contact the venue directly for all special dietary requirements during the event, irrespective of whether details have been provided to ANZHNCS / RACS. If ANZHNCS / RACS requests information about your dietary requirements for a specific event ANZHNCS / RACS will endeavour to forward the information provided to the venue (time permitting). ANZHNCS / RACS will not retain information provided for future events, so you must verify your requirements for each event. Even if information is requested or provided, ANZHNCS / RACS takes no responsibility for ensuring that the venue acknowledges your dietary requirements or that these requirements can be met. In all cases you must verify for yourself that your dietary requirements have been met and ANZHNCS / RACS refuses any and all liability for any failure to adequately provide your special dietary requirements or any consequential damage resulting from such failure.

**DRESS**
- **Scientific Sessions:** Business Attire or Smart Casual
- **Welcome Reception:** Smart Casual
- **Congress Dinner:** Lounge Suit / Cocktail Dress

**CONTINUING MEDICAL EDUCATION (CME) / CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POINTS**
Please refer to the congress website for updates regarding eligibility for CME / CPD points.

**CONGRESS ORGANISER**
Conferences and Events Management
Royal Australasian College of Surgeons
College of Surgeons Gardens
250 - 290 Spring Street
East Melbourne, Victoria, 3002
Australia
T: +61 3 9249 1260 E: wclc2015@surgeons.org
F: +61 3 9276 7431 W: www.wclc2015.org

**PRE CONGRESS WORKSHOP**
Narrow Band Imaging of the Head and Neck: Theory, Clinical Applications, Local & International Perspectives
Keynote Speaker: Professor Giorgio Peretti, MD, PhD, Department of Otolaryngology, Genova University, Italy

**Date:** Sunday 26 July 2015, 8.30am – 5.30pm
**Venue:** Cairns Convention Centre
**Cost:** Complimentary for registered delegates (places limited).

Registration essential, please register on the congress registration form.

**OFFICIAL FUNCTIONS**

**WELCOME RECESSION**
**Date:** Sunday 26 July 2015, 7.00pm – 9.00pm
**Venue:** Cairns Convention Centre
**Cost:** A ticket is included for full registration categories, however delegates must indicate their attendance on the congress registration form. Additional tickets cost $88.00 per person for day registrations and / or accompanying persons.

The welcome reception will commence immediately after the Opening Ceremony. Network with the academic faculty, industry and fellow colleagues whilst celebrating the opening of the congress.

**CONGRESS DINNER**
**Date:** Wednesday 29 July 2015, 7.00pm – 10.30pm
**Venue:** Cairns Convention Centre
**Cost:** A ticket is included for full registration categories, however delegates must indicate their attendance on the congress registration form. Additional tickets cost $155.00 per person for day registrations and / or accompanying persons.

The organising committee are delighted to invite you to attend the congress dinner.

Enjoy a three course dinner and entertainment with colleagues and friends to mark this important event.
CALL FOR ABSTRACTS

The organising committee invite abstract submissions on the following major topics:

1. Allied Health
2. Assessment
3. Basic Sciences
4. Complications
5. Developing World
6. Glottis
7. Laser
8. Neck
9. Outcomes
10. Radiotherapy / Chemotherapy
11. Rehabilitation
12. Robot
13. Supraglottis
14. Other

IMPORTANT INFORMATION

ABSTRACT SUBMISSION WILL BE ENTIRELY BY ELECTRONIC MEANS.

Please note: Paper or facsimile copies will not be accepted. Abstracts will not be submitted by congress staff on behalf of authors.

To submit an abstract go to www.wclc2015.org and click on 'Call for Abstracts'.

The closing date for all abstract submissions is Sunday 1 March 2015.

If there are any difficulties regarding this process please contact Mr Binh Nguyen at the Royal Australasian College of Surgeons for assistance:

T: +61 3 9249 1279
E: binh.nguyen@surgeons.org

Several points require emphasis:

1. Authors of research papers who wish to have their abstracts considered for inclusion in the scientific programs at the World Congress on Larynx Cancer 2015 must submit their abstract electronically via the congress website and adhering to the submission deadline. Abstracts submitted after the closing date will not be considered.

2. The title should be brief and explicit.

3. Research papers should follow the format: Purpose, Methodology, Results and Conclusion.

4. Excluding title, authors (full given first name and family name) and primary institution, the abstract must not exceed 1750 characters and spaces (approximately 250 words). In Microsoft Word, this count can be determined from the ‘Review’ menu. Any references must be included in this allowance. If you exceed this limit, the excess text will NOT appear in the final program.

5. Include author(s) and indicate presenting author.

6. Abbreviations should be used only for common terms. For uncommon terms, the abbreviation should be given in brackets after the first full use of the word.

7. Presentations (slide and video) will only have electronic PowerPoint support. Audio visual instructions are outlined on page 16 in this registration brochure and will be included in correspondence sent to all successful authors.

8. A 50 word CV is required from each presenter to facilitate their introduction by the session chair.

9. The timing (presentation and discussion) of all papers is at the discretion of the organising committee. Notification of the timing of presentations will appear in correspondence sent to all successful authors.

10. Tables, diagrams, graphs, etc CANNOT be accepted in the abstract submission. This is due to the limitations of the computer software program.

11. Please do not type in your abstract onto the submission page. Being internet based, each page on the submission site can only be open for 15 minutes before closing. Type your submission on a text document (eg. Microsoft Word) and copy and paste it into the abstract text field.

12. Authors must be registrants at the congress to present and for their abstract to appear in the final program and on the congress website.

13. Amendments to abstracts after submission is not guaranteed.

The submitting author of an abstract will ALWAYS receive email confirmation of receipt of the abstract into the submission site. If you do not receive a confirmation email within 24 hours it may mean the abstract has not been received. In this circumstance, please contact Mr Binh Nguyen to determine why a confirmation email has not been received.

T: +61 3 9249 1279
E: binh.nguyen@surgeons.org

SCIENTIFIC POSTERS

All posters will be displayed on poster panels during the congress and will be available for viewing in the industry exhibition.

IMPORTANT DATES

Abstract Submission opens: November 2014
Closure of Abstract Submissions: Sunday 1 March 2015
Closure of Early Registration: Sunday 14 June 2015
IMPORTANT NOTE REGARDING DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

ANZHNCS policy requires disclosure of all financial relationships between a speaker and the commercial supporter (if applicable) or with the manufacturer of any product or class of products they plan to discuss. This policy is designed to provide the audience with an opportunity to review any affiliations between a speaker and supporting organisations for the purpose of determining the potential presence of bias or influence over content.

This policy is not intended to prevent a speaker with such an affiliation or relationship from participating. Disclosure should be made using a slide at the beginning of your presentation.

Examples of relationships which should be disclosed include but are not limited to:

- any direct financial interest in a company whose interests are in the area(s) covered by the educational material
- investments held by the speaker in a relevant company
- membership on a relevant company’s advisory board or similar committee
- current or recent participation in a clinical trial sponsored by a relevant company
- assisting in the design of clinical studies concerning the use of products manufactured by a relevant company
- participating in clinical studies using products produced by a relevant company
- research by the speaker sponsored by a relevant company
- paid speaker by a relevant company
- the speaker holds a patent for a product referred to in the presentation or marketed by a relevant company

To ensure that audiences receive complete information, speakers who have no involvement with industry should inform the audience that they have nothing to disclose, i.e. cannot identify any potential conflict of interest.

AUDIO VISUAL INSTRUCTIONS FOR PRESENTERS

Kojo are the appointed technical directors and will be managing audio visual and speakers’ support services for the World Congress on Larynx Cancer 2015. To ensure that every speaker is presented in the most professional way, the following guidelines should apply:

- Completed presentations should be submitted in advance of the congress. Advance submissions of completed presentations can be emailed to speakersupport@kojo.com.au from 22 June 2015 until 13 July 2015.
- ‘Last minute’ submissions hamper the speaker support operation, impact negatively on your fellow presenters and significantly increase the risk of there being a problem with your presentation.
- It is essential that all speakers check in at the speakers’ support centre (whether or not you have provided a file in advance) not less than two sessions prior to your presentation or the previous day if presenting in a morning session. This is to check that any embedded media such as video or audio files are working correctly on the congress systems, and ensure that the correct version of your presentation is transferred to the session room with ample time.
- A PowerPoint template will be made available for download from the congress website. The template will reflect the theme of the congress and provide examples of suggested text sizes and fonts.
- Only presentations in PowerPoint are supported by default. Any variation to this format must be advised by Monday 6 July 2015 to speakersupport@kojo.com.au
- Presentations created on PC or Mac versions of PowerPoint are accepted – however please note that playback on site will be via a PC.
- Please ensure that any media files (embedded movies and / or audio clips) are included when uploading your presentation.
- If you require assistance converting your presentation from print, photos, video etc. please contact Kojo no later than Monday 6 July 2015.

PICTURES

PowerPoint handles scaled images very well, but it is important to optimise your presentation by formatting / scanning your images as close to the final size as possible.

Generally your images would not need to be larger than 1920 pixels wide x 1080 pixels high. The file size of a JPEG image with these attributes scanned for screen presentation would typically be less than 1MB.
**MOVIES**

If you are using video clips in your presentation, please use AVI or MPEG4 formats. To avoid creating overly large files and to improve playback performance you can compress your media files by going to info on the file menu.

When you include a movie decide whether you want the movie to play automatically or on a mouse command. Be sure to rehearse the presentation to make sure you know what the movie’s behaviour will be.

As of PowerPoint 2010, and indeed now with PowerPoint 2013, you can now embed a video file directly into your presentation.

This avoids the common problem of losing the links and / or media files related to your presentation. If using an older version of PowerPoint ensure that any media files linked to your presentation are contained within a folder containing your PPT file plus any related video or audio files.

**FONTS**

If you have a special font that you installed on your personal computer, you may experience difficulty when this font is rendered on a computer that does not have that font installed.

In some cases fonts will not render in PowerPoint on another computer even if the font is installed.

Text that no longer fits in the assigned area or the presence of blocks and irregular characters when viewed on another computer is a sign that you have this problem.

To avoid this issue please use a standard system font such as Arial.

If use of a specialty font is essential, the easiest remedy for this problem is to have PowerPoint export the presentation image files or as PDF. If you require assistance or have any doubts regarding the formatting of your presentation please contact speakersupport@kojo.com.au

**LAYOUT AND TEXT LAYOUT**

When text and titles are viewed on-screen from a distance, a large font size is recommended. For titles, please use 20pt+ and for text use 16pt minimum. If only a few key points of text are to be used per slide, we encourage presenters to increase font sizes.

It is easier for the viewer to read your slides if only one or two font types are used throughout your presentation.

Please use system standard fonts i.e. Arial and Times unless you are prepared to include any True Type fonts that are not standard with your presentation – we recommend you embed these fonts using the font embedding feature in PowerPoint.

**LAYOUT AND COLOURS**

For ease of viewing it is better to reverse the usual rules for print material. The most legible combination of colours is white or yellow text on a blue or black background.

**SUBMITTING YOUR PRESENTATION**

(available from June 2015)

Presentations may be submitted in the following ways:

1. By email to: speakersupport@kojo.com.au (please note there is a 10MB limit for email submissions).
2. Alternatively you can send your presentation on a CD, DVD or USB device to:
   
   Speakers’ Support Co-ordinator  
   Kojo  
   15 Newton Street,  
   Cremorne VIC 3121  
   AUSTRALIA

3. Presenters may also submit their presentation to the speakers’ support centre in the Cairns Convention Centre upon arrival at the congress. It is essential that all speakers check-in not less than two sessions prior to your presentation or the previous day if presenting in a morning session.

**SATELLITE SYMPOSIUM**

Course 1:  
**Head and Neck Dissection Course**  
Tuesday 21 – Wednesday 22 July 2015

Course 2:  
**Laryngeal and Airway Surgery Dissection Course**  
Thursday 23 - Friday 24 July 2015

Venue:  
Australian School of Advanced Medicine  
Macquarie University Clinic Building  
Building F10A, Ground Floor, 2 Technology Place  
Macquarie Park NSW 2113  
Sydney, Australia

For further information visit:  
www.laryngology.com.au
GRANTS AND PRIZES OFFERED BY ANZHNCS

GRANTS

Developing Nations Visitor Scheme: $5,000.00
This grant is awarded to a doctor from a developing nation with an interest in head and neck cancer. The grant facilitates their attendance at the Annual scientific meeting of the society and the applicant is required to submit an abstract on head and neck cancer management at their hospital and in their home country. Following the meeting the award recipient is required to provide a report summarising the contribution the award has made to their personal and/or professional lives. 
Applications are due by 1 March 2015.

Travelling Lectureship Scheme: $5,000.00
This grant is designed to allow a doctor from a developing nation to visit one or more Australian centres to observe the management of head and neck cancer. The applicant should have approached an ANZHNCS member prior to applying and be prepared to submit a plan for involvement in the ANZHNCS members unit activities. In addition it is expected that during the visit the successful applicant will attend the ANZHNCS annual meeting. Following the visit the applicant will be required to submit a report to the grants subcommittee.
Applications due by 1 March 2015.

Allied Health Grant Scheme: $1,000.00
This grant is awarded to an allied health professional who successfully submits an abstract for presentation at the congress and has requested to be considered for the grant (delegates will be sent an application form to complete). Only one such grant will be awarded each congress. This grant is awarded at the conclusion of the congress.

PRIZES

ANZHNCS Research Foundation Prize: $1,000.00
To raise the profile of the ANZHNCS Research Foundation, the Foundation has kindly offered a prize for “Best Research Paper” at the congress. This prize will be announced by the Chair of the ANZHNCS Research Foundation, at the conclusion of the congress.

Best Overall Oral Presentation and Best Overall Poster Presentation Prizes: $500.00 each
Prizes are available for Best Overall Oral Presentation and Best Overall Poster Presentation at the congress. Entries are assessed during the congress and then announced at the conclusion.

HOW TO APPLY
For further details on how to apply for grants or prizes, please email the ANZHNCS Executive Officer at: bss@amaq.com.au or telephone +61 7 3872 2218.

REGISTRATION INFORMATION

Full Registration (26 - 30 July 2015) Includes:
• Access to all scientific sessions
• Certificate of attendance
• Final program
• Lunch (as applicable)
• Morning and afternoon tea (as applicable)
• Entry to the industry exhibition
• Welcome reception (26/07/15) and
• Congress dinner (29/07/15).

Day Only Registration Includes:
• Access to all scientific sessions (as applicable)
• Certificate of attendance
• Final program
• Lunch (as applicable)
• Morning and afternoon tea (as applicable) and
• Entry to the industry exhibition.

Tickets to the welcome reception and congress dinner are an additional cost.

CONCESSIONAL REGISTRATION
Concessional registration is available to nurses, allied health professionals, Trainees and medical students.

INDUSTRY REPRESENTATIVES REGISTRATION
Includes entry to the industry exhibition, morning teas, lunches, afternoon teas (as applicable) and the welcome reception (26/07/15). Industry representatives are welcome to attend normal scientific sessions if seating is available but are requested not to actively participate.

Please note access to the congress dinner is strictly limited to sponsoring companies only.

Industry representatives must register on the sponsorship / exhibition registration form in the sponsorship prospectus.

For further information or to receive a copy of the sponsorship prospectus, please email: wclc2015@surgeons.org

REGISTRATION CONFIRMATION
Registration confirmation and payment details will be forwarded to you via email. Please check all details and advise the congress organisers of any changes. All changes must be made in writing to wclc2015@surgeons.org

CANCELLATION
Cancellations must be notified in writing to: wclc2015@surgeons.org

A cancellation fee of 20% of the appropriate registration fee will be charged. Please note there will be no refunds after 14 June 2015.
Cancellations must be notified in writing to: wclc2015@surgeons.org

A cancellation fee of 20% of the appropriate registration fee will be charged. Please note there will be no refunds after 14 June 2015.

Royal Australasian College of Surgeons
ABN 29 004 167 766

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**Dietary Requirements**

- Vegetarian
- Lactose Free
- Gluten Free
- No Seafood
- No Dairy
- Other (please specify)

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**Credit Card Details**

- VISA
- MASTERCARD
- AMERICAN EXPRESS

Card Number: 

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**Payment Options**

- Cheque – Made payable in Australian Dollars to Royal Australasian College of Surgeons.
- BPAY – Payment details will be provided via confirmation email.
- Credit Card – Please fill in details below.

Cardholder’s Name: __________________________ Cardholder’s Signature: __________________________ Date: __/__/__

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**Additional Tickets - Official Functions**

- Opening Ceremony and Welcome Reception - 26/07/15: $88.00
- Congress Dinner - 29/07/15: $155.00

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**Total of Fees**

- Full Registration Fee
- Day Only Registration Fee
- Additional Tickets – Official Functions

**Dietary Requirements**

- Vegetarian
- Lactose Free
- Gluten Free
- No Seafood
- No Dairy
- Other (please specify)

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**Payment Options**

- Cheque – Made payable in Australian Dollars to Royal Australasian College of Surgeons.
- BPAY – Payment details will be provided via confirmation email.
- Credit Card – Please fill in details below.

Cardholder’s Name: __________________________ Cardholder’s Signature: __________________________ Date: __/__/__

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**Pre Congress Workshop**

Narrow Band Imaging of the Head and Neck

Complimentary for registered delegates (places limited).

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**Total Payable** $
DESTINATION INFORMATION

INTRODUCTION TO CAIRNS, QUEENSLAND

Cairns and the Great Barrier Reef is the perfect combination of stunning natural beauty supported by extensive and sophisticated business tourism infrastructure.

The Cairns and Great Barrier Reef region is the closest gateway to the Great Barrier Reef - the world’s largest, most spectacular coral reef system and is the only living thing on earth visible from space.

Experience the only destination where two World Heritage areas lay side by side. The Great Barrier Reef and Australia’s Wet Tropics Rainforest offer diverse experiences, incredible scenery and eco adventures perfect for business and pleasure.

In addition to the reef and rainforest, the 600 plus tours departing Cairns and Great Barrier Reef daily include the outback, Indigenous culture, food, beaches, mountains, wildlife, shopping, adrenalin-packed activities or absolute serenity.

CLIMATE

The tropical climate of Cairns provides for hot and humid summers and mild, dry winters. The wet season lasts from November to May. The dry season runs from June to October.

In July, the maximum average temperature is 25.7°C / 78.26°F and the minimum temperature is 17°C / 62.6°F.

CLOTHING

Pack lightweight clothing for the daytime, however bring something warm to slip on at night as the temperature drops in the evenings.

Remember to wear comfortable shoes when walking in the parks, gardens or nature walks. Consider wearing long-sleeved clothing and remember the insect repellent, sunscreen and hat.

CAIRNS LAGOON AND ESPLANADE

Stretching 2.5km along the foreshore of Cairns CBD, the Esplanade has bike and foot paths, as well as children’s playgrounds, skateboard park, volleyball courts, exercise areas, barbeques and the Cairns lagoon. The Cairns lagoon is a popular swimming spot for visitors and locals alike.

BEACH SAFETY

When swimming in Australia it is recommended you swim at beaches patrolled by lifesavers and to swim between the flags.

SUN SMART

It is advisable to apply sunscreen and wear a hat and protective clothing when outdoors. Overcast days do not offer protection from sunburn.

THINGS TO SEE AND DO IN CAIRNS AND SURROUNDS

Cairns and surrounds offer leisure activities and entertainment options that appeal to everyone including:

- Bungy
- Cableway (By Wire)
- Cruises and sailing
- Dining and entertainment
- Diving
- Fishing
- Food and Wine
- Golf
- Horse riding
- Hot air ballooning
- Kayaking
- Nature and wildlife
- Off road / 4WD safari’s
- Rafting
- Scenic flights
- Scenic railway
- Shopping
- Sight seeing
- Sky diving
- Snorkelling
- Spa
- Watersports
- Whale watching

For further information and pre and post touring ideas, visit the Cairns and Great Barrier Reef website: www.cairns-greatbarrierreef.org.au
GETTING TO CAIRNS

Cairns International Airport has international flights with onward connections to Europe and North America with Qantas, Cathay Pacific, Jetstar, Continental Airlines, Air New Zealand and Air Nuigini.

There are direct flights to Cairns from all Australian capital cities with Qantas, Virgin Blue and Jetstar.

PASSPORT AND VISA REQUIREMENTS

Delegates are encouraged to familiarise themselves with Australia’s customs, quarantine and immigration laws, and make sure they understand what they will need to do prior to the congress to ensure a successful Australian visit.

Please visit the Australian Government, Department of Immigration and Citizenship website for further information: www.immi.gov.au/

TRAVEL INSURANCE

It is strongly recommended that all delegates take out adequate travel, medical and personal insurance prior to commencement of travel.

DISTANCE FROM AIRPORT TO CAIRNS CITY

Cairns Airport is located between Cairns City and the Northern Beaches and is only a 10 minute drive (approximately) to the city centre. Cairns Airport has a Domestic and International Terminal.

For further information about the Cairns Airport, please visit: www.cairnsairport.com.au
TAXI
Taxi fare from the Airport to Cairns City is approx. $25.00 - $30.00 Australian Dollars depending on the time of day you are travelling.

PUBLIC TRANSPORT
The local bus company in Cairns is Sunbus with fares starting from Single Zone 1 costing approximately $2.40 to daily ticket approximately $4.80 per person. For further information, please go to www.sunbus.com.au

CAR PARKING (CAIRNS CONVENTION CENTRE)
The centre's car park is by way of coin operated boom gate with a per entry fee of $5.00 (as at time of printing). Access to the car park is via Sheridan Street. The car park is open Monday to Friday and on weekends if an event is held at the centre.

TIPPING
Tipping is not expected anywhere, and historically has not been the norm.
However, in some cases you may find that service on the weekend or a public holiday attracts an additional fee. This should by law be notified in advance on the menu or via a sign. Larger groups may also be advised that a service charge is mandatory.
Tipping in restaurants is not necessary, but certainly appreciated, and seems to be becoming more common.

GOODS AND SERVICES TAX
Australia has a Goods and Services Tax (GST) of 10 per cent. You may be able to claim a refund of the GST paid on goods bought here if you have spent AUD$300.00 or more in one store, no more than 30 days before departing Australia. Tourist Refund Scheme facilities are located in the departure area of international terminals. For more detailed information see Australian government information on the Tourist Refund Scheme (www.customs.gov.au/site/page4643.asp)

CURRENCY
Australia’s national currency is the Australian dollar which comes in denominations of $5.00, $10.00, $20.00, $50.00 and $100.00 notes. Coins come in 5, 10, 20 and 50 cent and one and two dollar denominations.

CREDIT CARDS AND TRAVELLER’S CHEQUES
Credit cards such as American Express, Diners Club, MasterCard and Visa are accepted in Australia. VISA or MasterCard are commonly accepted and are both accepted everywhere credit cards are accepted.

American Express and Diners Club are accepted at major supermarket and department store chains and many tourist destinations. It is best to carry more than one type of card as not all cards are accepted by all merchants. Always carry a little cash, because many shops will not take cards for purchases under AUD$20.00. Merchants may impose credit card surcharges in some places.
Travellers cheques, especially in foreign currencies, are generally not accepted except by hotels and big stores and tourist shops. Those who do accept Travellers cheques display a ‘travellers cheques welcome’ sign. Cash your cheques at a bank or foreign exchange outlet to ensure you have enough spending money.

TIME ZONE
Australia is divided into three separate time zones:
Australian Eastern Standard Time (AEST) covers the eastern states of Queensland, New South Wales, Victoria, Tasmania and the Australian Capital Territory. AEST is equal to Coordinated Universal Time plus 10 hours (UTC +10).
Australian Central Standard Time (ACST) covers the state of South Australia, the town of Broken Hill in western New South Wales and the Northern Territory. ACST is equal to Coordinated Universal Time plus 9½ hours (UTC +9½).
Australian Western Standard Time (AWST) covers Western Australia. AWST is equal to Coordinated Universal Time plus 8 hours (UTC +8).

WORLD TIME ZONES
Greenwich Mean Time (GMT) is zero degrees longitude and the world’s time zones are measured east or west of this line. The term Coordinated Universal Time (UTC) is now widely used instead.
The International Date Line crossing the Pacific Ocean changes the date by one day. If you cross the date line moving east, you subtract a day; if travelling west you add on a day (with local variations). Travelling direct from Los Angeles or London to Australia you arrive two days later; travelling back, you arrive the same day you departed.

ELECTRICITY
The standard voltage in Australia is 230V 80Hz. The plug used in Australia has an earthing pin and two flat current-carrying pins forming an upside down V-shape.

EMERGENCY CALL SERVICE
000 is the phone number for emergency services in Australia. The operator can connect you to Police, Ambulance or the Fire Brigade. You should only call 000 in an emergency.
HILTON CAIRNS ★★★★★
34 Esplanade
Cairns Qld 4870
T: +61 7 4052 6737     F: +61 7 4031 1167
www.cairns.hilton.com

8-10 minute walk to the Cairns Convention Centre.
Boasting an absolute waterfront location, the Hilton Cairns Hotel is the perfect base from which to explore the diverse wonders of this unique region. Hilton Cairns is situated 10 minutes from the Cairns International Airport and walking distance to the Reef Fleet Terminal, shopping and restaurant precincts, including the Cairns Convention Centre.

Modern, inviting rooms and suites are luxurious oases of comfort and convenience, all with pristine bathrooms and spacious balconies. Discover stunning views of the Trinity Inlet or Cairns Esplanade and the unique cityspace and blue-green mountain ranges beyond. Guests will enjoy deluxe furnishings, amenities, air-conditioning and WiFi.

Check in: 2.00pm      Check out: 11.00am
From AUD$220.00 per night (excludes breakfast)
From AUD$315.00 per night (includes breakfast)

SHANGRI-LA HOTEL, THE MARINA, CAIRNS ★★★★★
Pier Point Road
Cairns Qld 4870
T: +61 7 4031 1411     F: +61 7 4031 2815
www.shangri-la.com/cairns

10-14 minute walk to the Cairns Convention Centre.
Shangri-La Hotel, The Marina, Cairns is situated in Cairns most enviable location, right on the Marlin Marina and offers 255 spacious and inviting guest rooms and suites. All rooms have private balconies, and complimentary WiFi, is included. The property features a sparkling lagoon style swimming pool, with comprehensive spa, gymnasium and retail facilities located in the complex. Stunning water views over a leisurely breakfast are available in North restaurant.

Check in: 2.00pm      Check out: 11.00am
From AUD$230.00 per night (excludes breakfast)
From AUD$320.00 per night (includes breakfast)

PULLMAN CAIRNS INTERNATIONAL ★★★
17 Abbott Street
Cairns Qld 4870
T: +61 7 4031 1300     F: +61 7 4031 1465
www.pullmancairnsinternational.com.au

8 minute walk to the Cairns Convention Centre.
The Pullman Cairns International is ideally located just a stone's throw from all that Cairns has to offer. This beautiful heritage style hotel is only 500 metres from the Cairns Convention Centre and Cruise Liner Terminal. The hotel is well known for its Grand Lobby and sense of luxury and sophistication. The hotel has 321 spacious guest rooms overlooking the ocean or mountains, a 10 treatment room day spa and a tropical pool deck that can cater for 600 guests.

Check in: 2.00pm      Check out: 11.00am
From AUD$189.00 per night (excludes breakfast)
Novotel Cairns Oasis Resort ★★★★★
122 Lake Street
Cairns Qld 4870
T: +61 7 4080 1888     F: +61 7 4080 1889
www.novotelcairnsresort.com.au

16 minute walk to the Cairns Convention Centre.

Novotel Cairns Oasis Resort is situated in the heart of Cairns, within walking distance to the Convention Centre, Reef Terminal and a variety of restaurants. Surrounded by tropical gardens, the resort features a large lagoon style pool; with white sand beach and swim-up pool bar. Guest rooms and suites have a contemporary décor with natural tones featuring LCD TV’s and a private balcony overlooking the pool or gardens.

Check in: 2.00pm      Check out: 11.00am
From AUD $169.00 per night in a standard resort room (excludes breakfast)
From AUD $189.00 per night in a superior poolview room (excludes breakfast)

Piermonde Apartments ★★★★
2 – 4 Lake Street
Cairns Qld 4870
T: +61 7 4042 6500     F: +61 7 4031 7227
www.piermondeapartments.com.au

5 minute walk to the Cairns Convention Centre.

Piermonde Apartments are located on Lake Street, with the Esplanade, harbour foreshore, restaurants, shops, night markets and Marlin Marina merely a short stroll away; guests are close to everything that makes Cairns a great destination.

Cairns Convention Centre is conveniently located directly across the street from the apartments.

Check in: 2.00pm      Check out: 10.00am
Reception Hours: Monday – Friday 9.00am – 5.00pm
Saturday, Sunday and Public Holidays: Closed
(Check in and Check outs at City Quays Reception located next door).
Delegates arriving outside the above hours can contact the hotel to organise a late arrival pack, which will include a security access code.

From AUD$325.00 per night in a two bedroom apartment (excludes breakfast)
From AUD$385.00 per night in a three bedroom water view apartment (excludes breakfast)
ACCOMMODATION MAP

Hilton Cairns
800m: 8 - 10 minute walk
10 - 12 minute walk via boardwalk

Shangri-La Hotel
1.1 km: 10 - 14 minute walk
14 - 16 minute walk via boardwalk

Pullman Cairns International
650m: 8 minute walk

Novotel Cairns Oasis Resort
1.2 km: 16 minute walk

Piermonde Apartments
400m: 5 minute walk
WORLD CONGRESS ON LARYNX CANCER 2015 – ACCOMMODATION REQUEST FORM

Corporate Blue Events Management has been appointed as the official Travel and Accommodation Manager for World Congress on Larynx Cancer 2015. You can register online, by fax or post.

Online Accommodation Request link is www.wclc2015accommodation.com.au or return completed form to Corporate Blue Events Management for prompt processing of your request. Should you not receive confirmation within 72 hours, please contact Corporate Blue Events Management.

GUEST DETAILS
Delegate: Mr | Mrs | Miss | Ms | Dr | Prof | Assoc. Prof (please circle)  Surname (as per passport): __________________________________________
First Name (as per passport): __________________________________________
Middle Name/s (as per passport): __________________________________________
Telephone Number: __________________________________________
Mobile Number: __________________________________________
Email Address: __________________________________________________________________________________
Partner/Colleague: Mr | Mrs | Miss | Ms | Dr | Prof | Assoc. Prof (please circle) Surname (as per passport): __________________________________________
First Name (as per passport): __________________________________________
Middle Name/s (as per passport): __________________________________________

ACCOMMODATION
Please indicate a first, second and third preference

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<td>Spa Room A$295.00 - Single/Double Occupancy</td>
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<td>Three Bedroom Apartment A$385.00 - Max 6 guests</td>
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Room Type:  Single  Twin Share (2 beds)  Double Share (1 bed)  Smoking  Non-Smoking
Check In Date: _______ / _______ / 2015  Check Out Date: _______ / _______ / 2015

Special Request (Family room, early/late arrival times etc): ____________________________________________________________________________
Additional guests sharing room
The maximum number of guests per room may vary depending on room type and bedding available in the room. See above minimum and maximum numbers of guests per room types. If you have infants, children or adults travelling with you, there will be additional costs for i.e. additional rooms, extra bedding and/or guests sharing a room.

I have read and agree with the Accommodation Cancellation Policy and Terms and Conditions for booking accommodation on page 27.

ACCOMMODATION GUARANTEE DETAILS
Credit Card Details:  Visa  Amex  MasterCard
Card Number:    ___________________________  Expiry: _______ / _______
Name on Card: __________________________________________
Card Holder's Signature: ___________________________

Please note: the above credit card details will be used as a booking guarantee only. Full payment will be required upon check out for accommodation bookings. If paying by credit card upon check out some hotels may charge a Merchant Service Fee.
ACCOMMODATION TERMS AND CONDITIONS

HOW TO BOOK ACCOMMODATION
Please indicate your preference (1st, 2nd and 3rd choice) in the appropriate box. There are limited rooms available at each hotel so it is important to book early. Accommodation will be allocated strictly in order of receipt of registration and payment. Visit the congress website www.wclc2015accommodation.com.au to view hotel photos, information and cancellation policies. The special room rates quoted is only valid for reservations made through the Travel and Accommodation Manager (Corporate Blue Events Management), on or before Thursday 25 June 2015. Corporate Blue Events Management has an obligation to return all the unsold rooms to the hotels after Friday 26 June 2015. Therefore room availability and special rates for reservations made after that date cannot be guaranteed. The quoted hotel rates are only valid for delegates during the congress period. All bookings outside of the congress period (Sunday 26 July to Thursday 30 July 2015) will be subject to availability.

TERMINOLOGY
“Double” refers to a room with one bed (two persons sharing this one bed). “Single” refers to a single person occupying the room. “Twin Share” refers to two beds in one room with two persons occupying the room. Accommodation rates are for room only and do not include breakfast, unless stated otherwise.

PAYMENT OF ACCOMMODATION
Payment is in AUD dollars. If paying a deposit by credit card, the Travel and Accommodation Manager will forward your credit card details to the hotel to reserve your room(s). Please be aware that the hotel may hold your credit card details as security for the booking, and may choose not to debit your card with the payment until time of check out. The balance of your accommodation account including applicable taxes and / or any incidental charges must be paid in full, directly to the hotel, on departure. The hotels may charge a merchant fee between (1.5% - 4% approx) if the delegate is settling their room account by credit card.

CHANGE OF BOOKING
Any changes to a reservation must be made in writing to the Travel and Accommodation Manager and not directly to the hotel. We cannot guarantee that any change to your reservation will result in the same contracted room rate that was initially confirmed or if there will be availability.

EARLY ARRIVAL OR LATE
Standard check in time for congress hotels is from 2.00pm. Please advise the Travel and Accommodation Manager in writing if you will be arriving before this time as you may prefer to book the previous night to guarantee immediate access to your room. Please also advise the Travel and Accommodation Manager in writing if you will arrive at your hotel after 5.00pm to avoid your room being released.

DEADLINES
The congress hotels impose strict release dates of 30 days prior to arrival; therefore any bookings made after Thursday 25 June 2015 will be subject to availability. We cannot guarantee that the contract rates will be available after this date.

ACCOMMODATION CANCELLATION POLICY

HILTON CAIRNS
Cancellations or reduction of room nights received on or after 25 June 2015, non-arrival (no shows) a full charge of total room nights will be charged to delegates’ credit card.

SHANGRI-LA HOTEL
Cancellations or reductions of room nights received on or after 25 June 2015, non-arrival (no shows) a full charge of total room nights will be charged to delegates’ credit card.

PULLMAN CAIRNS INTERNATIONAL
Cancellations received between 25 June 2015 to 17 July 2015, 1 nights accommodation will be charged to the delegate’s credit card. Cancellations or reduction of room nights received on or after 18 July 2015, non-arrival (no shows) a full charge to total room nights will be charged to delegates’ credit card.

NOVOTEL CAIRNS OASIS RESORT
Cancellations received between 25 June 2015 to 11 July 2015, 1 nights accommodation will be charged to the delegate’s credit card. Cancellations or reduction of room nights received on or after 12 July 2015, non-arrival (no shows) a full charge of total room nights will be charged to delegates’ credit card.

PIERMONDE APARTMENTS
Cancellations received between 4 July 2015 to 11 July 2015, 1 nights accommodation will be charged to the delegate’s credit card. Cancellations or reduction of room nights received on or after 12 July 2015, non-arrival (no shows) a full charge of total room nights will be charged to delegates’ credit card.
WORLD CONGRESS ON
LARYNX CANCER 2015
26 - 30 JULY 2015 • CAIRNS CONVENTION CENTRE
CAIRNS • QUEENSLAND • AUSTRALIA

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