



### Xetta Web Conference Registration Form

Use this form to register your Event on the Xetta Receipting System. Upon completion please email to [fbs-bso@anu.edu.au](mailto:fbs-bso@anu.edu.au) together with any additional requests/details. Refer to [Conference Module and Online Payments](#) for additional information and examples.

#### Event Details

Event Description:	<input type="text"/>		
Event Code: (max 10 characters)	<input type="text"/>		
Event Location:	<input type="text"/>		
Number of Attendees:	<input type="text"/>		
Start Date & Time:	<input type="text"/>	End Date & Time:	<input type="text"/>
Early Bird Registration Start Date (optional):	<input type="text"/>	Standard Registration Start Date:	<input type="text"/>
Late Registration Start Date (optional):	<input type="text"/>	Registration Close Date:	<input type="text"/>

#### Charge Code

Account	Fund	Department	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Line Details

For GST Treatment, please refer to [GST & Conferences](#), if unsure please contact [taxunit@anu.edu.au](mailto:taxunit@anu.edu.au)

Description:	Amount:	GST Treatment:	
<input type="text"/>	<input type="text"/>	GST	GST Free
<input type="text"/>	<input type="text"/>	GST	GST Free
<input type="text"/>	<input type="text"/>	GST	GST Free
<input type="text"/>	<input type="text"/>	GST	GST Free
<input type="text"/>	<input type="text"/>	GST	GST Free
<input type="text"/>	<input type="text"/>	GST	GST Free



### Contacts

#### Event Contact

Name:  University ID:

Email Address:

#### Finance Contact

Name:  University ID:

Email Address:

### Event Reporting

Email Address:

Frequency:  Every Day       Every Monday

### Additional Requests

Please describe any additional request or information to include in the payment page, such as:

- Text to appear on the Landing Page
- Other specific details regarding the Conference

### Authorisation by Finance Manager

Name:  University ID:

Signature:  Date: