

## Delegate Actions (please tick off when complete)

- Confirm availability when correspondence received, by email to [united@usu.org.au](mailto:united@usu.org.au) or by phone to Narelle Rich 0419 128 497
- If your employer has not notified you about approval for release prior to the date of the training, PLEASE should let your Organiser know so they can chase up with HR
- Complete overnight allowance form (money will go into your account to cover your dinner, accommodation and breakfast) if required and return to USU MANAGER for approval
- Complete flight booking form (we will book your flights) if required and return to USU MANAGER for approval
- If you require assistance completing any of these forms please contact your ORGANISER or the relevant regional office
- Book accommodation of your choice, suggestions are provided below, however, we can assist with further suggestions close by if required.

### Accommodation Suggestions in Sydney:

Coronation Hotel	02 9266 3100
Metro Hotel Marlow Central	02 9281 6999
Great Southern Hotel	02 9289 2200

**NB: Delegates, PLEASE contact either your Organiser or USU Branch Manager or Training Officer if you have ANY questions regarding the correspondence included .**

