

State Services Senior Leaders Development Conference 2008

Thursday 19 June 2008

DELEGATE REGISTRATION

Please fill in your name details as you would like them to appear on your name badge.

If registering for a group of people, one person will be nominated as the group leader. This will be the person whose details need to be filled in on this page, and will be sent one invoice for the group. Additional people can be added on the Additional person form. You can print and fill in as many copies as you want.

PLEASE TICK WHICH DESCRIBES BEST YOUR ROLE IN THIS REGISTRATION:

- I AM REGISTERING FOR MYSELF ONLY
- I AM REGISTERING ON BEHALF OF A GROUP OF ____ PERSONS, AND WILL ATTEND THE CONFERENCE MYSELF
- I AM REGISTERING ON BEHALF OF A GROUP OF ____ PERSONS, AND WILL **NOT** ATTEND THE CONFERENCE MYSELF

FIRST NAME*

SURNAME*

ORGANISATION*

POSITION*

POSTAL ADDRESS

TOWN / CITY

COUNTRY

TELEPHONE (WK)

MOBILE PHONE

EMAIL ADDRESS*

* ARE REQUIRED

PRIVACY ACT

- The Privacy Act 1993 requires that your consent be given before your name and organisation can be published in the delegate list, for distribution to fellow delegates or any other party. If you DO NOT WISH your name and organisation to be included in the list of delegates please tick here.

SPECIAL REQUIREMENTS

Please let us know if you have any special dietary or meal requirements (e.g. vegetarian meals, wheelchair access required).

CONFERENCE REGISTRATION

The registration fee includes entry into conference sessions, morning tea, lunch and afternoon tea and entry to the Networking Function. All fees include GST and are in \$NZ.

REGISTRATION FEES:

\$556.88 (incl \$61.88 GST) EARLY BIRD Registration - from 18 Feb until 23 March

\$669.38 (incl \$74.38 GST) STANDARD Registration - from 24 March until the conference is fully subscribed

- Devcon Early Bird Registration
 Devcon Standard Registration

PRIMARY DELEGATE CASE STUDY CHOICES

Please select which case study presentation in each session you would prefer to attend. Your preference is recorded for room allocation purposes only. On the day, seats will be allocated on a first-in, first-served basis.

Please only circle one case study per session time.

11.00am - 11.45am	NZ Police - "Service First" Programme	Ministry of Justice - "Service Improvement in District Courts"	Wairarapa DHB - "Reshaping Services"	NZ Defence Force - "Pursuit of Excellence Programme"	MAF - "Outcome Performance Monitoring Framework"	MSD- "Action on Youth Gangs"
11.45am - 12.30pm	NZ Police - "Service First" Programme	Ministry of Justice - "Service Improvement in District Courts"	Wairarapa DHB "Reshaping Services"	NZ Defence Force - "Pursuit of Excellence Programme"	MAF - "Outcome Performance Monitoring Framework"	MSD - "Action on Youth Gangs"
2.15pm - 3.00pm	Statistics NZ - "Working With Business"	NZ Blood Service - "Research to Improve"	The Treasury and MfE - "Emissions Trading Scheme"	Dept of Labour - "Proactive Client Comms"	Standards NZ - "Stakeholder Consultation on Standards"	Govt of Victoria AUS - "Agile Government"
3.30am - 14.15pm	Statistics NZ - "Working with Business"	NZ Blood Service - "Research to Improve"	The Treasury and MfE - "Emissions Trading Scheme"	Dept of Labour - "Proactive Client Comms"	Standards NZ - "Stakeholder Consultation on Standards"	Govt of Victoria AUS - "Agile Government"

If you are unsure about your session preference, please email it to devcon@paardekooper.co.nz by 19 May 2008.

NETWORKING FUNCTION

19 June 2008, 5.00pm

Renouf Foyer, Michael Fowler Centre

This is included in the registration. For catering purposes please tick to indicate if you plan to attend.

- Yes, I will be attending No, I will not be attending

ACCOMMODATION

Please indicate if you require accommodation. **A deposit of the first night's accommodation is required for all bookings.** The balance of your accommodation and hotel expenses are to be settled on your departure from your accommodation. Any accommodation cancellations made after 19 May 2008 will forfeit the deposit as this will be retained by the accommodation facility. All cancellations must be notified in writing, or by fax or email to Paardekooper and Associated. All prices include GST and are in \$NZ.

Museum Hotel Classic Standard Room: \$178.87 per night

Date of arrival: / / **Date of Departure:** / /

Accommodation Deposit: Your first night's accommodation is required as your deposit \$ _____

PAYMENT DETAILS

EARLY BIRD REGISTRATIONS	___ x \$556.88	TOTAL \$_____
STANDARD REGISTRATIONS	___ x \$669.39	TOTAL \$_____
HOTEL DEPOSIT	\$178.89	TOTAL \$_____
TOTAL PAYMENT TO BE MADE		\$_____

Payment can be made by credit card, cheque, or we can invoice you. Please make cheques payable to "State Services Commission/Devcon 2008".

- Cheque enclosed
 Please send an invoice for payment

Credit Card MasterCard Visa

Cardholder's Name: _____ Cardholder's Signature: _____

Card No:

Expiry Date: _____ / _____

CANCELLATION POLICY

Substitutions will be accepted up to and including the day of the event, but the person registered on this form is liable for payment of the registration fee.

Registrants cancelling on or before Friday, 12 June will be charged an administration fee of \$100. If the full registration fee payment has already been received, a full refund will be given less the administration fee. If the full payment has not been received, the administration fee of \$100 will be charged.

Registrants cancelling after Friday, 12 June will be required to pay the full registration fee.

Make a copy for your records and return this completed form, via fax or post **PAARDEKOOPER AND ASSOCIATES, PO BOX 41 002, EASTBOURNE, WELLINGTON, NEW ZEALAND**
Fax +64 4 568 4563