

REGISTRATION FORM



State Services Senior Leaders Development Conference 2010

Friday 18 June 2010

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 Delegates 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

TELEPHONE (wk)

MOBILE PHONE

EMAIL ADDRESS*

* ARE REQUIRED

PRIVACY ACT

- The New Zealand Privacy Act 1993 requires that your consent be given before your name and organisation can be published in the delegate list. The delegate list will only be available to attending delegates on the day of the conference, at the registration desk for viewing only. It will not be distributed to 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 DevCon / IPANZ Reception. All fees include GST and are in \$NZ.

REGISTRATION FEES:

\$556.88 (incl \$61.88 GST) EARLY BIRD Registration - from Friday 26 February until Tuesday 6 April 2010

\$669.38 (incl \$74.38 GST) STANDARD Registration - from Wednesday 7 April 2010 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-11.30am	MSD & IRD United	From brat pack to hot shot performer - reinventing Corrections	'Kiwis Count' Survey on 'improved performance'	Leading the Natural Resources Sector
11.30am-12.00pm	MSD & IRD United	From brat pack to hot shot performer - reinventing Corrections	'Kiwis Count' Survey on 'improved performance'	Leading the Natural Resources Sector

If you are unsure about your session preference, please email it to devcon@paardekooper.co.nz by 3 May 2010.

DEVCON 2010 / IPANZ GEN-I PUBLIC SECTOR EXCELLENCE AWARDS RECEPTION

18 June 2010, 5.00pm

Renouf Foyer, Michael Fowler Centre

This is included as part of your DevCon registration. For catering purposes please tick to indicate if you plan to attend. We will send you more information about the IPANZ Gen-i Public Sector Excellence Awards event once you have registered for DevCon 2010.

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

PAYMENT DETAILS

EARLY BIRD REGISTRATIONS	___ x \$556.88	TOTAL \$ _____
STANDARD REGISTRATIONS	___ x \$669.38	TOTAL \$ _____
TOTAL PAYMENT TO BE MADE		\$ _____

Payment can be made by credit card, cheque, or we can invoice you. Please make cheques payable to "DevCon 2010".

- Cheque enclosed
- Please send an invoice for payment

Credit Card MasterCard Visa

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

Card No:

Expiry Date: _____ / _____

ACCOMMODATION

Please complete the arrival and departure dates for your accommodation.

Your credit card details are required to secure your reservation. You are not required to pay a deposit as your hotel will charge the full amount of your stay upon check out.

Any accommodation cancellations must be notified in writing, by fax or email to your hotel. Cancellations made after 14 May 2010 will incur a fee of one nights accommodation charged to the credit card provided. Please complete the credit card details below for your accommodation expenses.

(All fees include GST and are in \$NZ.)

MUSEUM HOTEL Classic Standard Room: \$178.87 per night

Date of arrival: / / **Date of departure:** / /

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. Substitutions should be notified in writing to the conference organiser prior to the conference.

All cancellations must be notified in writing by fax or email to the conference organiser.

Registrants cancelling on or before Friday, 11 June 2010 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.

PLEASE NOTE:

Registrants cancelling after Friday, 11 June 2010 will be required to pay the full registration fee.

Please make a copy for your records and return the completed form to:

Fax 04 562 8269 or mail to: **DevCon 2010 Conference Organiser,**
Paardekooper and Associates, PO Box 41002, Eastbourne, Wellington.