
SOLGM CONFERENCE 2007 REGISTRATION FORM

26-28 AUGUST 2007, WELLINGTON TOWN HALL, WELLINGTON

Registrations are also accepted online at: www.cmsl.co.nz/go/solgm

Credit cards: Visa, MasterCard will be accepted. If payment is made by credit card, please note that the merchant name that appears on your statement is that of Convention Management. If reserving accommodation, the hotel will debit the deposit. The hotel name will also therefore appear on your statement.

Cheques/bankdrafts: Cheque or bankdraft payments made for fees, social functions, and other social activities must be drawn on any New Zealand bank in NZD\$ and made payable to

- SOLGM Conference 2007
- Personal cheques drawn on banks outside New Zealand cannot be accepted.

Payment for accommodation made by cheque or bank draft drawn on any New Zealand bank in NZD\$ must be made payable to the hotel being booked. This payment should be forwarded with your registration fees to the conference organisers.

Acknowledgement: On receipt of registration form and fees, a confirmation letter detailing all items reserved and payments made, will be forwarded. No person will be registered, nor accommodation reserved, without payment of all necessary fees.

If for any reason the organisers of the SOLGM 2007 conference cancel the event, then a refund will be made less an administration

fee of 10% of total fees paid. This will be the only circumstance under which a refund will be made.

Any amendments and/or refunds must be notified in writing to Convention Management. Cancellations received in writing four weeks before commencement of the event will receive a full refund, less an administrative fee of NZ\$50.00. Cancellations received after four weeks prior will not receive a refund, but substitute delegates are welcome without penalty.

NB: Only fully registered delegates will be admitted to the conference. Delegate fees do not include accommodation charges.

Please complete the details below and forward to: Convention Management, PO Box 24329, Manners Street, Wellington. E-mail solgm@cmsl.co.nz, fax 64-4-479 4163.

Completion of this form will indicate acceptance of the terms and conditions set out in the registration brochure.

ALL FEES ARE PAYABLE IN NEW ZEALAND DOLLARS. ALL COSTS INCLUDE NZ GOVERNMENT GOODS AND SERVICES TAX (GST) AT 12.5%

Section 1: Delegate details

Last name: _____ (For name badge)

First name: _____ (For name badge)

Position/Title: _____ (For name badge)

Organisation: _____ (For name badge)

Address: (PO Box Preferred) _____

Business Phone: _____ Business Fax: _____

Mobile Phone: _____

Email: _____

Special requirements: _____

Special dietary requirements Yes No (please circle)

(If yes, please specify):

Section 2: Conference registration fees

	Cost	Amount (\$)
SOLGM Member Smartrate Registration Registration (before 20 July 2007)	\$890.00	\$
SOLGM Member Late Registration Full registration (on or after 21 July)	\$990.00	\$
Non SOLGM Member Smartrate Registration Registration (before 20 July 2007)	\$990.00	\$
Non SOLGM Member Late Registration Full registration (on or after 21 July)	\$1090.00	\$
Day Registration (per day rate)	\$500.00	\$
SOLGM Life Member Registration	\$420.00	\$
Section 2 Sub total		\$

Section 3: Social functions (GST Inclusive)

Please indicate your attendance at the functions even if it is included in your registration fee. This assists us to determine numbers for catering.

Functions	Attending	Amount (\$)
Golf Day If you wish to attend the Golf Day on Sunday 26 August, 10am start, please indicate in the box how many will be attending. Information will then be sent to you.	Number attending	To be advised
Simpson Grierson Opening Ceremony and Welcome Cocktails	Number attending	Included in registration fee (please tick if attending)
Simpson Grierson Opening Ceremony and Welcome Cocktails Extra Tickets	Number attending	\$50.00 per person
MWH Conference Dinner	Number attending	Included in registration fee (please tick if attending)
MWH Conference Dinner Extra Tickets	Number attending	\$100.00 per person
Section 3 Sub total		\$

Section 4: Partners Programme

Activity	Attending	Amount \$
Monday 27 August, 9am–5pm Wild Wellington	Number attending	\$220 per person
Tuesday 28 August, 9.30am–12noon Chocolate Express	Number attending	\$109 per person
Section 4 Sub-total		

Section 5: Accommodation

Please note that some accommodation for speakers has already been set aside and your first choice of accommodation may not be available. **Therefore, we ask that you select and rank your hotel in order of preference.**

Please include the equivalent of one night's accommodation as a separate payment. If payment is being made by cheque, please make payment to hotel being booked and submit with registration form. The remaining nights plus extras will be charged to your account and can be settled with the hotel on departure.

If paying by credit card, please insert the card details in the space provided at the end of this form. Please note that accommodation cannot be confirmed until payment, as above, is made.

Please calculate your deposit based on your first choice hotel – the organisers will adjust this amount accordingly and notify you should your first choice be unavailable. All prices include GST.

Duxton Hotel	
Deluxe Room	\$202.50 per night
Club Room	\$292.50 per night
Club Suite	\$393.75 per night

The Museum Hotel and Apartments	
Standard Room	\$180.00 per night
Harbourside Deluxe Room	\$199.00 per night
Studio Apartment	\$199.00 per night
One Bedroom Apartment	\$220.00 per night

West Plaza Hotel	
Standard Room	\$146.25 per night

Hotel – 1st preference: _____

Hotel – 2nd preference: _____

Hotel – 3rd preference: _____

(Please tick) Single Double Twin (two beds)

Total number of nights: _____ Date of arrival: _____

Expected time of arrival: _____ Date of departure: _____

Expected time of departure: _____ Sharing with (if applicable) _____

SECTION 5: TOTAL FEES DUE

Sub-total Section 2, Conference Registration NZ\$ _____

Sub-total Section 3, Social Functions NZ\$ _____

Sub-total Section 4, Partner Tours NZ\$ _____

TOTAL – ALL SECTIONS **NZ\$** _____

PAYMENT DETAILS

I wish to make payment via: (please circle)

Purchase Order Visa MasterCard

Name on card _____

Expiry date _____

Card number

Authorised amount NZ\$ _____

Cardholder's billing address _____

Cardholder's signature _____

This credit card number will be forwarded to the hotel and the equivalent of one night's room rate debited by the hotel. This card number will continue to be held by the hotel to settle any further charges on departure.

The information you supply on the registration form will be shared and used between the organising committee of the SOLGM Conference 2007 for the purposes of this event and for notification of subsequent events. You are entitled to ask Convention Management for access to, and to correct, your personal information. Unless you request otherwise, your name will be included in the list of participants, which will be distributed to those attending the conference, including sponsors and exhibitors.

Neither the organising committee of the SOLGM Conference 2007 and its constituent members acting as organisers (known collectively as 'the organisers'), nor Convention Management (CM), can accept any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers), if such loss is caused or results from the act, default or omission of any person other than an employee or agent of the organisers or CM. In particular, neither the organisers nor CM can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor can the organisers or CM accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with the conference, nor losses suffered by reason of industrial disputes, governmental action, registrations or technical problems which may affect the services provided in connection with the conference. Neither the organisers nor CM is able to give any warranty that any published speaker or performer will appear as a speaker, panelist or performer. The organisers reserve the right to alter or amend the programme and its contents as they see fit and as circumstances dictate without further recourse to any registered delegate or attendee.