

# REGISTRATION FORM

Thank you for choosing to register to attend the 2010 Sister Cities Conference which is being held in Dunedin from 15-16 April 2010.

Each person attending the Conference must fill in a separate registration form – photocopy if necessary.

Please complete and post or fax this form to:

*Kerrie Hodgson, Conference Director, 6 Jaffray Drive, East Taieri, Mosgiel 9024. Phone: 03 489 4595. Fax: 03 474 3789. Email: kerbil@clear.net.nz*

You will be emailed back as confirmation of your registration being received.

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

PREFERRED NAME FOR NAMETAG: \_\_\_\_\_

POSITION: \_\_\_\_\_ ORGANISATION: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INVOICE:**

Please tick box if you require an invoice for payment to be sent to you.

Please send an invoice to this billing address:

STUDENT REGISTRATION: (Please indicate your eligibility for student registration)

SPECIAL REQUIREMENTS: (eg. mobility assistance required or dietary requirements, please list)

**WORKSHOP CHOICES:** (Please tick one workshop each day which you would like to attend)

THURSDAY:  Workshop 1 Getting the best out of your Sister Cities board – Peter Tennent, President Sister Cities NZ  
 Workshop 2 Managing International Delegations – Jennifer Lapham, Governance Support, Dunedin City Council  
 Workshop 3 Youth Building Global Connections – Tony Moore, Ministry of Youth Development

FRIDAY:  Workshop 1 Using Sister Cities to enhance cultural and social links – David Ogden  
 Workshop 2 Using Sister Cities to enhance economic links,  
 Workshop 3 Using Sister Cities to build educational connections – Sue Raddcliffe-Mason, Marketing & Administration Manager, Education Dunedin, in consultation with Roger Matthews, Economic Development Unit

Please tick box to confirm that you will be attending the Air New Zealand Awards Dinner at Larnach Castle – Friday 16th April.



## **VENUE**

The conference will be held at:

THE OTAGO MUSEUM  
419 GREAT KING STREET  
DUNEDIN

## **REGISTRATION FEES** (all fees quoted are GST inclusive and in NZ Dollars)

Early Bird (Prior to 10 March)	Standard (Up to 15 April )	Student (excludes conference dinner)
<b>\$495.00</b>	<b>\$575.00</b>	<b>\$70.00 per day</b>

Conference Dinner and Entertainment on Friday 16 April additional fee for student registrations or partner registrations of **\$100.00 per person**

Full conference fee includes:

- Attendance at all conference sessions
- Conference pack and contents
- Morning and afternoon teas
- Luncheons
- Mayoral Cocktail Reception
- Conference Dinner

## **TO REGISTER**

By mail: SISTER CITIES CONFERENCE  
c/-The Director  
6 Jaffray Drive  
East Taieri  
MOSGIEL 9024

By fax: 03 474 3789 (To be followed up with cheque payment by post)

Invoice: If you require a GST invoice to be sent to you please tick invoice box on front page of registration form and include your postal address

## **CANCELLATIONS:**

Please note that should you need to cancel your registration for any reason, you may reassign your registration to another person. Please notify the replacement delegate's name and contact details.

Cancellations received before 28 February 2010 will be entitled to a full refund less a \$50.00 administration fee. Cancellations received after 31 March 2010 will not be entitled to a refund. Substitutions may be made at any time. Only cancellations received in writing will be considered valid.

No refunds will be made for an early departure from, or non-attendance at the Conference.

If, for reasons beyond the control of the organising committee, the conference is cancelled, registration fees will be refunded after the deduction of expenses already incurred.

KERRIE HODGSON, CONFERENCE DIRECTOR. Phone: 03 489 4595, Fax: 03 474 3698, Email: [kerbil@clear.net.nz](mailto:kerbil@clear.net.nz)