

31st ANNUAL NZSTA CONFERENCE 2020 17-19 JULY ROTORUA

Effective Governance: Leading Change for
an Uncompromising Commitment to
Excellence and Equity

REGISTRATION FORM

REGISTRATION CRITERIA
ONLY TRUSTEES ON NZSTA FINANCIAL
MEMBER BOARDS CAN ATTEND THE
NZSTA CONFERENCE.

IF YOU BELONG TO A NON-MEMBER
BOARD OR A SECTOR ORGANISATION,
PLEASE CONTACT OUR CONFERENCE
MANAGER, EVENTMergers.



TERMS AND CONDITIONS OF YOUR REGISTRATION

I have read and accept that this is my registration for the
NZSTA 2020 conference.

YES, CONFIRM

ATTENDEE DETAILS

Title

First name

Last name

Email

(A confirmation email will be issued directly to the attendee)

Phone

Mobile

Dietary Requirements

SCHOOL/ORGANISATION DETAILS

**Please complete the following for invoicing purposes.
Your registration will not be processed if this section is
not completed.**

Name of school/organisation you are representing

Contact name for inquiries and accounts

Email

Postal
Address

Suburb

City

Post Code

Phone

Mobile

Please tick on the list below the role that best describes your:

- Parent representative
- Co-opted trustee
- Proprietor's representative
- Principal
- Deputy Principal
- Student Trustee
- Staff Trustee
- Commissioner/Limited
- Statutory Manager
- Board Chair

If your role is not listed, please comment:

Please tick the NZSTA regional association that your board/school belongs to:

- | | |
|-----------------------------------|----------------------|
| Auckland | Northland |
| Bay of Plenty | Otago |
| Canterbury | Southland |
| Central East | Waikato |
| Central West | Wellington/Wairarapa |
| Marlborough/
Nelson/West Coast | N/A |

Please tick if you will be attending the Annual General Meeting.

Note: Ensure that your board completes and returns a Nomination of Delegate form so that your board can exercise its right to vote at the AGM.

Please tick if this is your first time attending an NZSTA conference.

Please tick if you do not wish to be included in the participants' list.

What is the total number of years you have been a trustee?

- | | | |
|------------------|-----------|------------|
| New in role | 1-3 years | 8-10 years |
| Less than 1 year | 4-7 years | 10 years + |

HOW TO REGISTER

Please insure that you have your credit card details available if you intend to book your accommodation via the conference registration.

ONLINE www.nzstaconference.co.nz

HARD COPIES

Please complete ONE registration per board member and email your registration to our conference managers. Additional copies can be downloaded from www.nzstaconference.co.nz
Please print clearly when completing this form.

FULL REGISTRATION INCLUDES:

Conference bag, conference handbook, name tag and all conference catering, plus Friday evening cocktail function and Saturday conference dinner. NZSTA is unable to offer additional guests dinner tickets to the conference dinner.

DAY REGISTRATION INCLUDES:

Conference bag, conference handbook, name tag and all conference day catering. Neither the cocktail function nor the conference dinner is included.

BOOK YOUR SELECTIONS

Seminar spaces are limited and will be confirmed on a first in, first served basis.

SEMINAR SELECTION

Refer to the conference brochure to select one seminar per session.
 Note that some seminars are repeated for your convenience

SESSION ONE: FRIDAY 17 JULY 2:30PM

4 5 6 7 8 9 10 11 12 33 34

SESSION TWO: FRIDAY 17 JULY 4:30PM

4 5 6 7 8 9 10 11 12

SESSION THREE: SATURDAY 18 JULY 9:40AM

13 14 15 16 17 18 19 20 21

SESSION FOUR: SATURDAY 18 JULY 1:45PM

14 15 16 17 18 19 20 21 22

SESSION FIVE: SATURDAY 18 JULY 3:45PM

23 24 25 26 27 28 29 30 31

SESSION SIX: SUNDAY 19 JULY 8:30AM

24 25 26 27 28 29 30 31 32

MASTERCLASS SELECTION

Refer to the conference brochure for information about the Masterclasses.

MASTERCLASS CRITERIA:

Spaces are limited to 25 registrants per Masterclass. Masterclasses run concurrently with Seminar Sessions during Conference.

Those registrants wishing to register for a Masterclass session, MUST have served on a School Board for one term (3 years).

Please tick this box to confirm your approval for the conference organisers to contact your school principal for verification.

School Principal

Name

Email

Please select your option(s) below:

MASTERCLASS 1 GOVERNANCE:

Friday 17 July | 2.30-4.00pm | Continued 4.30-6.00pm

MASTERCLASS 2 EMPLOYMENT:

Saturday 18 July | 9.40-11.10am | Continued 1.45-3.15pm

MASTERCLASS 3 LEADING CHANGE:

Saturday 18 July | 3.45-5.15pm

Continued Sunday 19 July | 8.30am – 10.00am

FEES ALL RATES QUOTED ARE GST INCLUSIVE

EARLY BIRD FEES – PRIOR TO 31 MAY 2020

Early Bird Full Registration	\$615 per person
Early Bird Friday Registration	\$395 per person
Early Bird Saturday Registration	\$395 per person
Early Bird Sunday Registration	\$395 per person

FULL REGISTRATION FEES – EFFECTIVE 1 JUNE 2020

Full Registration	\$715 per person
Friday Registration	\$495 per person
Saturday Registration	\$495 per person
Sunday Registration	\$495 per person

PAYMENT OPTIONS PLEASE SELECT YOUR PAYMENT OPTION BELOW

ONLINE BANKING

Account name: EVENTMergERS LIMITED NZSTA CONFERENCE 2020

Account number: 38-9022-0043598-00

An invoice will be issued to your school with bank account details for payment

CREDIT CARD

Credit Card: Please note that EventMergers will appear on your credit card statement and a processing fee of 3.5% of the total invoice amount will apply to credit card payments to cover administration fees.

Card Holders Name (as it appears on the card)

Card Number

Mastercard Visa

Expiry Day Expiry Year

Signature

SMALL PRINT

The conference programme and registration form are correct as at the date of publication.

NZSTA reserves the right to change the conference programme and registration form at any time.

NZSTA and EventMergers are not responsible for any costs and/or damages arising from any action based on the information contained in the conference brochure and registration form.

During the course of the conference and social functions we may take photographs for use on our website or in other promotional material.

CONFIRMATIONS

All registered attendees will receive a confirmation email for their registration.

This will include all of the seminar selections and accommodation (if selected).

CANCELLATION REFUND POLICY

All cancellations of registration should be sent in writing to EventMergers prior to 5pm on 10 June 2020.

Cancellations received prior to this date will receive a refund less an administration fee of \$150 including GST.

Cancellations are not eligible for a refund after 10 June 2020.

A transfer of a registration to another person may be considered on application to our conference managers.

CONTACT

Please contact our registration manager if you have any queries or questions.

Julie McFetridge - EventMergers
Accounts/Registration & Accommodation Co-ordinator

Email: nzsta@eventmergers.co.nz

Mobile: 027 472 1805

eventmergers
conference & event management specialists

EventMergers Limited

PO Box 500, Silverdale, 0944, Auckland, New Zealand

ACCOMMODATION

Accommodation bookings can only be made if you supply a valid credit card.

All amendments and cancellations of accommodation bookings must be made in writing directly to the registration manger .

The cancellation of any booking received 31-60 days prior to your check in date, may incur a charge of one night's accommodation at the discretion of the hotel provider.

If applied, this will be charged to the credit card used to secure the booking. The cancellation of any booking received 0-30 days prior to your check in date, may incur a charge of the total accommodation cost, at the discretion of the hotel provider. If applied this will be charged to the credit card used to secure the booking.

Accommodation rates are exclusive to NZSTA conference attendees and cannot be booked directly with hotels.

Please tick the option below that you wish the credit card to be charged with:

Total cost of my booking

Total cost of my booking plus all incidentals

Payment for accommodation should be made directly to the hotel upon departure.

CREDIT CARD TO SECURE MY BOOKING:

Card Holders Name (as it appears on the card)

Card Number

Mastercard

Amex

Visa

Expiry Day

Expiry Year

Signature

Is the credit card holder (owner) going to be present upon check-in at the hotel?

Yes

No

If you answered NO to this question our registration manager will email the School a credit card authorisation form.

Your school will be required to complete this form and return it directly to the hotel. If the School does not return the form your booking will be released.

HOTEL BOOKING

**Room Configuration: Single - 1 Double Bed
Twin share - 2 Beds**

If you select a twin-share room, please ensure that the second guest does not book accommodation on their registration. This will avoid a double booking and charges to you/your board/school. All rates are GST inclusive.

Check in Date

Check out Date

Total number of nights

Full name of second guest (if applicable)

Please tick if the second guest is a conference attendee.

Please tick this box to confirm that you understand and accept the terms and conditions of your accommodation booking.

Please select your hotel of choice:

DISTINCTION HOTEL

390 Fenton Street, Glenholm, Rotorua 3010

7 minute walk to the Energy Events Centre

Standard room/one breakfast = \$159.00 per room/night

Twin-share room/two breakfast = \$189.00 per room/night

MILLENNIUM HOTEL

1270 Hinemaru St, Rotorua

8 minute walk to Energy Events Centre

Single room/one breakfast = \$225.00 per room/night

Single Club room/one breakfast = \$275.00 per room/night

Twin-share room/two breakfasts = \$250.00 per room/night

NOVOTEL HOTEL

Tutanekai Street, Rotorua 3010, Rotorua

18 minute walk to Energy Events Centre

Single room/one breakfast = \$205.00 per room/night

Twin-share room/two breakfasts = \$225.00 per room/night

SUDIMA HOTEL

1000 Eruera St, Rotorua

8 minute walk to Energy Events Centre

Single room/one breakfast = \$165.00 per room/night

Twin-share room/two breakfasts = \$198.00 per room/night

PRINCES GATE HOTEL

1057 Arawa St, Rotorua

9 minute walk to Energy Events Centre

Single room/one breakfast = \$179.00 per room/night

Twin-share room/two breakfasts = \$199.00 per room/night