

31st ANNUAL NZSTA CONFERENCE 2021

16-18 APRIL
ROTORUA

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



REGISTRATION FORM

HOW TO REGISTER

Please ensure 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.

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 2021 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 from the list below the option that best describes your role:

- 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:

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

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

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

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

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 16 Apr | 2.30-4.00pm | Continued 4.30-6.00pm
- MASTERCLASS 2 EMPLOYMENT:**
Saturday 17 Apr | 9.40-11.10am | Continued 1.45-3.15pm
- MASTERCLASS 3 LEADING CHANGE:**
Saturday 17 Apr | 3.45-5.15pm
Continued Sunday 18 Apr | 8.30am - 10.00am

SEMINAR 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 16 APRIL 2:30PM

- | | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

SESSION TWO: FRIDAY 16 APRIL 4:30PM

- | | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

SESSION THREE: SATURDAY 17 APRIL 9:40AM

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |

SESSION FOUR: SATURDAY 17 APRIL 1:45PM

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |

SESSION FIVE: SATURDAY 17 APRIL 3:45PM

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |

SESSION SIX: SUNDAY 18 APRIL 8:30AM

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |

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

CVC number

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 per room/night
 Twin-share room/two breakfast = \$189 per room/night

MILLENNIUM HOTEL

1270 Hinemaru St, Rotorua

8 minute walk to Energy Events Centre

- Single room/one breakfast = \$225 per room/night
 Single Club room/one breakfast = \$275 per room/night
 Twin-share room/two breakfasts = \$250 per room/night

NOVOTEL HOTEL

Tutanekai Street, Rotorua 3010, Rotorua

18 minute walk to Energy Events Centre

- Single room/one breakfast = \$225 per room/night
 Twin-share room/two breakfasts = \$245per room/night

PRINCES GATE HOTEL

1057 Arawa St, Rotorua

9 minute walk to Energy Events Centre

- Single room/one breakfast = \$209 per room/night
 Twin-share room/two breakfasts = \$249 per room/night



FEES ALL RATES QUOTED ARE GST INCLUSIVE

EARLY BIRD FEES – PRIOR TO 6 MARCH 2021

- 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 APPLY – 7 MARCH 2021

- 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 NZSTA CONFERENCE TRUST

Account number: 38-9007-0551893-08

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

CVC number

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 March 2021**.

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

Cancellations are not eligible for a refund after **10 March 2021**.

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

Conference Enquiries

Email: nzsta@eventmergers.co.nz

Mobile: 027 472 1805

eventmergers
conference & event management specialists

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