



# 16th National Conference

9th – 12th October 2010

## INFORMATION SHEET & PRICES

### GENERAL INFORMATION

- All delegates need to fill out the on-line registration form accessible via the Association's website.
- Delegates can register their partners on the same page or request further pages to register any additional delegates (and partners if applicable) on extra pages.
- For the purpose of this registration process, the term "partner" does not mean a business partner it means your spouse/partner. A business partner will need to register as a delegate.
- If your spouse / partner is actively involved in your business they too should register as a delegate.
- Costs are detailed below. Upgrade options are available for those requiring a Single Room Supplement, upgrade to a Lakeview Room and the various Team Building & Golf Activities.
- For explanatory details of Team Building Options refer to the 16<sup>th</sup> National Conference brochure.

### COSTS

#### **BASIC CONFERENCE COSTS** *Prices quoted are based on twin share or double accommodation.*

Registrations are due by 9 July 2010. Late registration fees will apply after that date.

#### **Early Bird Registrations (deposits received by 9 July, 2010)**

Delegates Registration Cost . . . . .	\$ 1,360.00 +GST
Partners Registration Cost . . . . .	\$ 1,210.00 +GST

#### **Late Registrations (received after 9 July 2010)**

Delegates Registration Cost . . . . .	\$ 1,450.00 +GST
Partners Registration Cost . . . . .	\$ 1,300.00 +GST

#### **OPTIONAL COSTS**

Single Room Supplement . . . . .	\$ 95.00 +GST per night
Upgrade to Lake View Room . . . . .	\$ 40.00 +GST per room per night
Extended Stay/Additional Nights (Crowne Plaza) . . . . .	\$ 180.00 +GST per room per night
Children . . . . .	\$ P.O.A.
Monday Activities . . . . .	\$ refer to team building activity list below
ASOFIA Golf Masters . . . . .	\$ 400.00 +GST per person

### INCLUSIONS IN THE BASIC CONFERENCE PACKAGE

Conference prices quoted are based on Twin Share or Double Accommodation at Crowne Plaza Queenstown.

The basic conference package includes:

- Three (3) nights Accommodation (Sat, Sun & Mon) • Breakfast (Sun, Mon & Tues) • Cocktail Parties or Evening Drinks (Sat, Sun & Mon) • Lunch (Sun only) • Evening Dinners (Sat, Sun & Mon) including entertainment & shows • Coach transfers to and from hotel to ASOFIA organised activities and to and from Airport to meet designated arriving and departing flights.

### WHAT'S EXTRA

Participation in the golf extensions, costs associated with Monday's optional team building activities as described plus lunch on that day, use of special resort facilities and personal use items such as laundry, minibar etc. Transfers outside of organised transfers

### ACCOMMODATION PREFERENCES

- A limited number of Lake View, Mountain View and Courtyard View rooms are available. Standard delegate packages provide for accommodation in Mountain & Courtyard view rooms. Upgrade costs apply for Lakeview Rooms. Book early to avoid disappointment. Rooms will be allocated on a first come first served basis.
- If traveling as an individual, you will need to request the Single Room Supplement unless you are prepared to Twin Share with someone. This should be noted in the Special Needs section under the Delegate Personal Information.
- Additional night's accommodation pre and post conference are available upon request. Please select and add in the dates the accommodation is required from and to on the on-line registration form.

## **OPTIONAL EXTENSION**

ASOFIA Golf Masters - Tuesday 12<sup>th</sup> October - Friday 15<sup>th</sup> October - refer to back page of conference brochure. Costs are detailed above for golf and additional accommodation. Room rate is per standard room not per person.

## **OPTIONAL TEAM BUILDING ACTIVITIES** (for full details refer to conference brochure)

Delegates and Partners can select one of the following discounted Monday team building activities:

- |                                      |   |                       |
|--------------------------------------|---|-----------------------|
| • Shotover Jet                       | - | Complimentary         |
| • Nevis Arc                          | - | \$ 50 +GST per person |
| • Nevis Bungy Jumping - the Ultimate | - | \$100 +GST per person |
| • Wilderness Safari                  | - | \$100 +GST per person |
| • Skippers Canyon / Rafting Combo    | - | \$100 +GST per person |
| • Shotover Jet / Helicopter Combo    | - | \$100 +GST per person |
| • Skippers Quest                     | - | \$100 +GST per person |
| • Skippers Discovery Tour            | - | \$150 +GST per person |
| • Skippers Thrill Seeker             | - | \$200 +GST per person |
| • Milford Sound Visit                | - | \$200 +GST per person |

## **PAYMENTS & DEPOSITS**

- Payments can be made via Credit Card or upon invoice.
- Fees apply for Visa & MasterCard payments. No facility exists for American Express or Diners Club payments.
- If selecting an invoice arrangement, a deposit of \$500 per person is due by EFT within 7 days of registration.
- Full payment of the balance is due within 30 days of registration.
- Registrations will be cancelled if deposits are not paid by the due date.
- A cancellation fee will apply to any registration cancelled after 9 July, 2010. Refer to below.
- Each registration received by the due date of 9 July 2010 will go into a draw for a \$500 voucher redeemable at Queenstown's Louis Vuitton store.

## **AIR TRAVEL ARRANGEMENTS**

### **QLD, NSW & VIC Members**

A limited number of seats have been secured under an ASOFIA group booking arrangement for members departing from the east coast of Australia. Members are encouraged to book early to avoid disappointment. ASOFIA has already paid deposits for these group airfares and they will be allocated on a first come first served basis. Once our allocation of seats is gone further tickets will be at a much higher price if available. On the forward trip QLD & VIC members will link up with NSW members in Sydney for direct flights out of Sydney into Queenstown.

These seats have strict conditions and any changes will attract a fee.

- An additional non refundable deposit of \$150 is required at the time of booking (up until 9 July).
- After that time full payment of the quoted air fare is required.
- Name corrections will attract a \$100 fee per change
- Some allowances are being made by the airline for variations for pre & post touring - confirm your requirements early.

### **SA & WA Members**

On the advice of the National Council no seats have been booked for SA or WA members because of the various travel and stopover options available to them. Members traveling from Perth and Adelaide are encouraged to make their own arrangements and book early to ensure they secure the cheapest possible fare.

## **AIR TRAVEL COSTS** including transfers .....

**Sydney - \$770.00**    **Melbourne - \$867.00**                      **Brisbane - \$895.00**    Other capital cities - own arrangements

## **TRANSFERS**

ASOFIA will coordinate coaches to collect members from and deliver members to Queenstown airport at designated times. Contact ASOFIA National Office on 02 4342 5505 for further information about Air Travel or Transfers.

## **CONFERENCE CANCELLATIONS**

Members are advised that due to the strict contractual arrangements in place with the conference venue cancellation fees will be incurred at the following rates:

- \$100 cancellation fee for each cancellation after close of early bird registrations on 9 July 2010
- \$250 cancellation fee for each cancellation after 31 July 2010
- 50% forfeit of full conference registration fee for cancellations less than 30 days out
- 100% forfeit of conference registration fee for cancellation less than 21 days out
- 100% forfeit of airfare for cancellation after 1 August

Cancellations based on calendar days prior to start of conference. ASOFIA reserves the right to pass on and charge an administration fee for any late booking changes.