

# 2008 PDN SCHOOL LEADERS' CONFERENCE REGISTRATION FORM

TAX INVOICE (ABN 781 060 94461 Griffith University)

Issued 1 February 2008

RETURN COMPLETED FORM TO: **CLME, GRIFFITH UNIVERSITY**

**FAX: (07) 3735 6877**

**POST: CLME, M06 Rm3.15, Faculty of Education, Mt Gravatt Campus, Griffith University Qld 4111**

## YOUR DETAILS

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ School / Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Preferred name for name tag: \_\_\_\_\_

Special dietary/access requirements: \_\_\_\_\_

I do not wish to have my personal details included in the Conference Participants' List (refer to privacy policy)

## REGISTRATION DETAILS – All prices include GST

**10% discount off the price of Earlybird or Full registration when three or more people register from your leadership team.** The registration fee includes Conference materials, lunches, morning and afternoon teas and the Conference Dinner. Please tick options as appropriate:

### PDN Member\*

- Earlybird Registration \$450.00 - (Until 4 April 2008)  
 Full Registration \$500.00 – (From 5 April 2008)  
 Day Registration \$300.00 - Day you will attend:  Thurs  Fri

### Non PDN Member

- Earlybird Registration \$630.00 - (Until 4 April 2008)  
 Full Registration \$700.00 – (From 5 April 2008)  
 Day Registration \$420.00 - Day you will attend:  Thurs  Fri

\*Delegates whose school/district office/department supports the PDN through an annual subscription fee. Join the PDN to receive the member rate and other yearly benefits. Please call CLME on (07) 3735 5626.

You are encouraged to send your leadership team. Are 3 or more people attending from your school?

NO  YES **(Save 10% off registration fee.)**

## SOCIAL FUNCTIONS

I will be attending the Conference Dinner on Thursday night (included in registration):  YES  NO

## PAYMENT DETAILS

This document is a tax invoice when you make payment.

TOTAL COST: (Registration) \$ \_\_\_\_\_

I enclose a cheque made payable to **PDN, Griffith University**

Pay via EFT. I will fax an EFT Remittance Advice with this registration form.

Account Name: Griffith University

BSB: 014 - 269

Account No: 837069034

Branch: Sunnybank

# 2008 PDN SCHOOL LEADERS' CONFERENCE INFORMATION

## 28 – 29 AUGUST, 2008

### CONFERENCE VENUE

**SOFITEL GOLD COAST** - 81 Surf Parade, Broadbeach

The Sofitel Gold Coast is a sophisticated 5 star hotel of refined elegance and exceptional service in the heart of Broadbeach. Guest rooms feature open-air balconies and offer magnificent ocean or hinterland views. Close to some of the Gold Coast's best beaches, restaurants and shops, Sofitel Gold Coast is also directly opposite the new Gold Coast Convention and Exhibition Centre.

### ACCOMMODATION

**THE PDN recommend you book your accommodation ASAP to avoid disappointment.**

Accommodation is the responsibility of Conference delegates and is to be arranged directly with the Sofitel Gold Coast. **Special Conference accommodation rates with full buffet breakfast have been secured for Conference delegates. Why not extend your stay at the Sofitel Gold Coast and enjoy the weekend with family and friends?** The PDN Conference rates can be extended upon availability.

Superior Single, Twin or Double @ \$239.00 per room per night. Please visit the Conference website at [www.griffith.edu.au/education/centre-leadership-management-education](http://www.griffith.edu.au/education/centre-leadership-management-education) for a booking form or contact the Sofitel Gold Coast. Toll Free: 1800 074 465 or Ph: 07 55 700 377

**Please note: The Sofitel Gold Coast are holding Superior Rooms for our delegates until 31 July, 2008. After this date, all remaining rooms will be released to the public and delegates will pay Room Only Rate of \$310.00.**

### SOCIAL FUNCTIONS

The 2008 Conference Dinner promises to be another sensational evening! The Conference Dinner provides a wonderful opportunity to catch up with old friends and create new relationships. With magnificent ocean and hinterland views and 5 star Sofitel service, you won't want to miss it! The night kicks off with complimentary pre-dinner drinks from 7:00pm.

Dress code: Lounge Suit

### REGISTRATION DISCOUNTS

Delegates who submit their registration forms (either via fax or post) by close of business on Friday 4 April 2008 will be entitled to the Earlybird registration fee. Register three or more people from your leadership team to receive 10% discount off the price of full registration. All prices are quoted in Australian dollars and include GST. Payment must be made in Australian dollars. A tax invoice receipt will be sent once payment has been processed. Conference satchels and their contents cannot be guaranteed for late registrations.

### CANCELLATION POLICY

Registration cancellations must be in writing. Cancellations received before 26 July 2008 will be refunded less \$50 to cover administration costs. Cancellations received between 27 July - 9 August 2008 will receive a 50% refund. No refunds are available after 10 August 2008. As an alternative to cancellation, your registration may be transferred to another person without incurring any cost penalty.

### PRIVACY POLICY

The Professional Development Network collects personal information provided on this registration form for the intended purpose of processing your conference registration. A Participants' List will be provided to all delegates and sponsors of the conference, including your name, organisation and email address. If you do not wish to have your details included on the Participants' List, please tick the box on the registration form. Should you have any questions in relation to our privacy policy please email [d.clark@griffith.edu.au](mailto:d.clark@griffith.edu.au)

### DISCLAIMER

The Professional Development Network Committee and the Centre for Leadership and Management in Education act only as organisers of the conference and do not accept responsibility for any act or omission on the part of the service providers. No liability is accepted for inaccuracy, misdescription, delay, damage, personal injury or death.

**SOFITEL GOLD COAST**  
**ACCOMMODATION BOOKING FORM**  
PDN 12<sup>th</sup> School Leaders' Conference - 28-29 August 2008

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

No of Adults Per Room: \_\_\_\_\_ No of Children Per Room: \_\_\_\_\_ Ages: \_\_\_\_\_

Room Type:  Single  Double  Twin: Sharing With: \_\_\_\_\_

Superior River View Room \$239.00 per night, includes buffet breakfast, based on twin share

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

If the above is a third party credit card and charges are to be debited against this card, please attach a photocopy of the front and back of the card. Please select one of the following options to authorize the charges that are to be debited against this card.

Accommodation Rate  All Charges  Other \_\_\_\_\_

**IMPORTANT!**

To ensure your reservation is guaranteed, a credit card number is required to confirm your booking. Your reservation may be cancelled without penalty, if cancelled more than **48hours** prior to confirmed arrival date. If cancelled within **48hours** of arrival, your credit card will be charged equivalent to 1 night's accommodation.

All completed booking forms are required by **31<sup>st</sup> July 2008** after which all accommodation is subject to room and rate availability only.

**Check-in guaranteed from 2pm onwards**

**Check-out is 11am**

**Guest parking is \$10.00 per day or Valet parking is \$20.00 per day.**

**Please return to:** Groups Coordinator  
Sofitel Gold Coast  
PO Box 174 (81 Surf Parade) Broadbeach QLD 4218  
Toll Free 1800 074 465  
Email: [H0454-RE05@accor.com](mailto:H0454-RE05@accor.com) or FAX – 07 5570 0393  
**A.B.N. 062 90 077 329 606**