

2009 PDN SCHOOL LEADERS' CONFERENCE REGISTRATION FORM

TAX INVOICE (ABN 781 060 94461 Griffith University)

Issued 1 February 2009

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

FAX: (07) 3735 6877

POST: CPL, 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. Your registration fee includes Conference materials, lunches, morning and afternoon teas and the Conference Dinner. Please tick options as appropriate:

PDN Member*

- Earlybird Registration \$495.00 - (Until 10 April 2009)
 Full Registration \$550.00 – (From 11 April 2009)
 Day Registration \$330.00 - Day you will attend: Thurs Fri

Non PDN Member

- Earlybird Registration \$693.00 - (Until 10 April 2009)
 Full Registration \$770.00 – (From 11 April 2009)
 Day Registration \$462.00 - Day you will attend: Thurs Fri

*Delegates whose school/ department or office supports the PDN through an annual subscription fee. Join the PDN to receive the member rate and other yearly benefits. Please call CPL 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 your registration fee):

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

2009 PDN SCHOOL LEADERS' CONFERENCE INFORMATION

6 - 7 AUGUST, 2009

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 have been secured for Conference delegates. **Classic River View Room \$220 per night, accommodation only, based on single/twin share. Classic River View Room \$240 per night, includes buffet breakfast, based on single occupancy. Classic River View Room \$260 per night, includes buffet breakfast, based on twin share.** The PDN Conference rates can be extended upon availability. Please visit the Conference website at www.griffith.edu.au/conference/professional-development-network-leadership-conference-2009 for a booking form or contact the Sofitel Gold Coast. Toll Free: 1800 074 465

Please note: The Sofitel Gold Coast are holding rooms for our delegates until 5 July, 2009. After this date, all remaining rooms will be released to the public.

SOCIAL FUNCTIONS

The 2009 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.

Dress code: Lounge Suit

REGISTRATION DISCOUNTS

Delegates who submit their registration forms (either via fax or post) by close of business on Friday 10 April 2009 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 Earlybird or 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 6 July 2009 will be refunded less \$50 to cover administration costs. Cancellations received between 7 July – 24 July 2009 will receive a 50% refund. No refunds are available after 25 July 2009. 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

DISCLAIMER

The Professional Development Network Committee and the Continuing Professional Learning Enterprise 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 School Leaders' Conference – 5 – 7 August 2009**

Name: _____

Address: _____

_____ Postcode: _____

Phone: _____ Fax: _____

Email Address: _____

No of Adults _____ No of Children _____
Per Room: _____ Per Room: _____ Ages: _____

Room Type: Single Double Twin: Sharing With: _____

- Classic River View Room \$220 per night, accommodation only, based on single/twin share
- Classic River View Room \$240 per night, includes buffet breakfast, based on single occupancy
- Classic River View Room \$260 per night, includes buffet breakfast, based on twin share

Arrival Date: _____ Departure Date: _____

Credit Card Type: _____

Card No: _____ Expiry Date: _____

Signature: _____

Name on Card: _____

Card Holders Address: _____

_____ Postcode: _____

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. If this is not received prior to check in, the guest will be charged upon check out. 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 **72hours** prior to confirmed arrival date. If cancelled within **72hours** of arrival, your credit card will be charged equivalent to 1 night's accommodation. All completed booking forms are required by **5 July 2009** 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 \$15.00 per day or Valet parking is \$25.00 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@sofitel.com FAX – 07 5570 0393

A.B.N. 062 90 077 329 606