



Programme Outline

Thursday 24th November *9:00 – 4:30 Discussion Forums & Annual Meeting*
6:00 – 7:00 – Pre-Dinner Conviviality
7:00 – Buffet Dinner

Friday 25th November *9:00 – 4:00 – Discussion Forums*

Confirmed Speakers

Minister of Education, Hon Hekia Parata
National Director Special Education, David Wales,
Chief Executive Education Review Office, Iona Holsted
Chief Executive Education Council New Zealand, Dr Graham Stoop
Strategic Policy Manager Ministry of Education, Brian Coffey

Accommodation:

Accommodation is your own responsibility. To receive the 'conference' rate, please book your accommodation at The James Cook Grand Chancellor using the attached form.

Registration: \$400

Includes speakers, morning & afternoon teas, lunches, & dinner on Thursday evening

Please Email registrations using the attached form to:

Diane Whyte

Treasurer

principal@fairhaven.net.nz



2016 Principals Moot REGISTRATION

Email registrations to:

Diane Whyte
SEPA NZ Treasurer
principal@fairhaven.net.nz

Delegate Name: _____

Delegate Name: _____

School: _____

Address: _____

Contact Ph No: _____

Contact Email: _____

Cost: \$400 per person

Please include my partner for the dinner on Thursday: **Yes / No**

Cost: \$60 – please include in your registration payment

Please make payment by direct credit to our ASB Bank Account:

Special Education Principals Association NZ 12-3071-0377722-00

Reference: your school name - 2016 Moot

(Registrations close Friday 4th November 2016)



ACCOMMODATION REQUEST

SEPANZ #206323

(Accommodation held 23rd & 24th November 2016)

SPECIAL TARIFF APPLIES TO THESE DATES ONLY

ALL BOOKINGS MUST BE IN BY 8th October 2016 TO GUARANTEE AVAILABILITY
AND NEGOTIATED ROOM TARIFF.

After 8th October 2016, all rooms and rates subject to availability and change at time of request.

PLEASE FAX TO: Reservations (04) 499 9800

OR E-MAIL TO: groups@jamescookhotel.co.nz

OR MAIL TO: 147 The Terrace, P.O. Box 2429. Wellington 6140.

GUEST NAME/S			CONTACT NAME		
PHONE			EMAIL		
ARR. DATE	/ /	ETA:	:	DEP. DATE :	/ /
COMPANY			ADDRESS		

Room Type	Rate per night	Request	Preference	Request
LAMBTON ROOM Room with 1 king size bed or 1 double & 1 single bed on high floors	\$ 210.00 Room only		Twin (2 bed)	
			Double (1 bed)	
			All guest rooms are non-smoking. Guest smoking area available off the hotel lobby.	
ROOM RATE	Rates are in NZD and include GST tax (15%) & are per room per night based on single or double occupancy.			
CANCELLATION POLICY	Cancellations must be made to the hotel directly by 2pm 7 days prior to arrival to ensure non-arrival & cancellation fees are not incurred. Fee equivalent to one night's accommodation tariff.			

Method of Payment:	
Cheque	<input type="checkbox"/> Prepayment required in full by 15/11/2016. A proforma invoice will be provided with booking confirmation. Cheque payment is not accepted on arrival or departure.
Direct Credit	<input type="checkbox"/> Prepayment required in full by 15/11/2016. A proforma invoice will be provided including bank account details with booking confirmation.
Guest Credit Card	<input type="checkbox"/> Cardholder Name: _____ Card No. _____ Exp _____ / _____
Other Credit Card	<input type="checkbox"/> A credit card authorization form will be sent to you to fill out with your booking confirmation. Please return to the hotel by 15/11/2016.
Company Chargeback	<input type="checkbox"/> This method of payment will require credit card facilities to be established. Credit applications must be submitted 30 days prior to arrival to allow time for processing. Charges accepted: Room only Room & Breakfast Room & Meals Other: _____

All guests will be asked to provide a credit card at check-in to guarantee payment of incidentals. If no credit card can be supplied the guest will be asked to provide a \$100 cash/eftpos bond.