

Illawarra-South East

Aboriginal Government Employees Network Gathering
 Batemans Bay, 20th, 21st & 22nd of September, Coachhouse Marina Resort

Tax Invoice

ABN: 34 95 244 274

2011

Registration Instructions

Please forward your completed registration form to Adam Selwyn at the Department of Premier and Cabinet. Please ensure we have received your registration no later the **COB 29th July 2011**. No registrations will be accepted after this date.

Contact Details

Phone: (02) 6229 7806
 Fax: (02) 6229 7801
 Email: AGENGATHERING@dpc.nsw.gov.au
 Postal: PO Box 1594 Queanbeyan NSW 2620

Registration Information – Step 1	
Today's Date	
Organisation Name	
Name	
Position Title	
Phone	
Email	
Postal Address	

Cost includes registration, accommodation, all meals and activities. Please take time to read and understand the confirmation form. Please ensure that if twin share accommodation is selected, that the person you are sharing with is aware of the selection and that they are listed in the section below.

Registration Options – Step 2 – Single share/Twin Share or Day Only Options Available				Late Fee - \$ 35	<input type="checkbox"/>
Single 1 night (21 st Only) - \$440	<input type="checkbox"/>	Twin 1 night (21 st Only) - \$370	<input type="checkbox"/>	Day 1 only (21 st) – \$195	<input type="checkbox"/>
Single 2 night (20 th /21 st) - \$690	<input type="checkbox"/>	Twin 2 nights (20 th /21 st) - \$530	<input type="checkbox"/>	Day 2 only (22 nd) – \$150	<input type="checkbox"/>

2 nights accommodation 20th & 21st September/1 night accommodation - 21st of September. All prices are per person

Twin Share Information – Please Specify	Dietary Requirements – Please Specify

Registrations close COB 29th July 2011 – NO registrations will be accepted after this date.

Payment Methods Step 3 – Select payment method	<input type="checkbox"/> Credit Card Complete below fields	<input type="checkbox"/> Invoice	<input type="checkbox"/> Cheque
Please Tick box <input checked="" type="checkbox"/>	Payment in full on registration required, including any late fees		
Card Holder			
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	Amount \$	
	Signature	

Please send completed registration form and payment to Department of Premier and Cabinet, PO Box 1862 Queanbeyan NSW 2620 or AGENGATHERING@dpc.nsw.gov.au – Fax: (02) 6229 7801

TAX INVOICE: NSW Department of Premier and Cabinet ABN: 34 945 244 274 – On completion of this form, it becomes a tax invoice.
 *Cheques to be made payable to "NSW Department of Premier and Cabinet"

Payment in full must be made prior to the event. Submission of this registration form indicates your intent to attend the conference, and make full payment. It is understood that manager's authorisation has been sought before the submission of this form. Once this form has been received by Department of Premier and Cabinet, the agency that has submitted the form is liable for all costs shown on the form. If the registration form is not received by the cut off date or payment is not received by the date of the conference, a late fee of \$35 will be applied and is payable with registration fee.

Cancellations must be received in writing by 12pm, Friday 5th of August 2011 to receive a refund. For cancellations after 12pm 5th of August, NO refund will be issued and any outstanding payments will be required in full.

OFFICE USE ONLY

SA1	SA2	TSA1	TSA2	DO1	DO2	LF	CC	CHQ	INV	ILLA	SE
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