

# Annual Conference 2017

## Info for delegates & observers



Annual Conference is being held at the Brentwood Hotel, Kemp Street, Kilbirnie, Wellington. The start and finish times for conference are:

Assemble for Powhiri: **9.45am, Tuesday 3 October 2017**

Conference finishes: **3.00pm, Thursday 5 October 2017**

All delegates are expected to attend all conference sessions, including conference dinner on Wednesday.

Regional Secretaries must notify national office of the names of all delegates and observers as soon as they are known. Everyone planning to attend Annual Conference must complete a registration form. Registration forms are available from your regional secretary and can also be downloaded from the website [www.ppta.org.nz](http://www.ppta.org.nz).

Once registration forms are received, travel and accommodation bookings will be made.

### **Travel:**

Electronic tickets will be issued for any airline bookings. An itinerary will be forwarded to participants as soon as the bookings are made. Participants are asked not to request changes (unless necessary) as changes are likely to incur additional charges and these may be passed on to participants. Necessary changes may be authorised by DGS Policy. Please contact national office for assistance.

Delegates from the Wellington, Hutt Valley, Wairarapa and Manawatu-Wanganui regions should travel by train, bus or car. Delegates from these regions travelling to conference by car are requested to car-share wherever possible. Those who bring their own car will be reimbursed at 62c per km.

Delegates from regions other than Wellington, Hutt Valley, Wairarapa and Manawatu-Wanganui, who are entitled to travel by air but choose to drive, are reimbursed either 62c per km or the average cost of a return airfare, whichever is the cheaper.

### **Accommodation:**

PPTA covers the cost of accommodation in a twin room for delegates for the Tuesday and Wednesday nights. If participants request a single room there is a surcharge of \$65.00 plus GST (\$74.75 incl GST) per night. This surcharge will be charged to delegates after conference, unless their region has approved payment from regional funds.

There are a limited number of rooms available at the Brentwood Hotel and so attendees will be accommodated not only at the hotel but also at motels close to the venue. People requesting a single room for Tuesday and Wednesday nights will probably be off-site as priority is given to those sharing or staying for longer.

Any extra nights are at participants' own expense, unless airline schedules or the distance from their home to their nearest airport makes it necessary to stay longer or arrive earlier.

### **Confirmation:**

Confirmation of registration will be emailed to participants, once the registration form is received and processed. This will also include any travel and accommodation arranged.

Participants are asked to contact national office if they do not receive confirmation of their registration within one week of sending in the registration form.

### **Further Info:**

A pre-conference pack will be emailed to all participants, the week prior to conference.