



20th Attorney-General's Conference 2018
7-8 December 2018 - InterContinental Fiji Golf Resort & Spa

REGISTRATION FORM

Full Name (Mr/Mrs/Ms): _____

Preferred Name on Name Tag: _____

Organisation/Firm: _____

Phone: (Work) _____ **(Mobile)** _____ **Fax:** _____

Mailing Address: _____

E-mail Address: _____

CONFERENCE PACKAGES

(Please tick where appropriate)

a) **FULL CONFERENCE PACKAGE (2 days)** **\$1,300.00 pp**
(Full package, incl. accommodation – single room, meals, Conference & evening functions)

ACCOMPANYING PERSON **\$600.00 pp**
(Incl. meals & evening functions)
Mr/Mrs/Ms _____
Name of Guest _____

Number of Children _____ **Ages** _____
(Meals for children accompanying their parents/guardians are not covered in the conference package. No child is allowed into the Conference Room, lunch and evening functions)

b) **FULL CONFERENCE PACKAGE**
Room share – both legal practitioners (2 days) **\$1,100.00 pp**
(Conference & evening functions)

c) **FULL CONFERENCE PACKAGE (1 day)**
(Full package, incl. accommodation – single room, meals, Conference & evening function)

● Friday, 7 December 2018 **\$1,000.00 pp**

● Saturday, 8 December 2018 **\$1,000.00 pp**

d) **DAILY ATTENDANCE** *(Conference, tea breaks & lunch only)*

● Friday, 7 December 2018 **\$500.00 pp**

● Saturday, 8 December 2018 **\$500.00 pp**

e) **EVENING FUNCTIONS** *(Optional for daily attendance participants)*

● Friday, 7 December 2018 (Annual Dinner) **\$300.00 pp**

● Saturday, 8 December 2018 (Cocktail & Dinner) **\$300.00 pp**

f) **PERSONAL PREFERENCES**

Special dietary requirement(s): Yes / No *(Please circle)*

If yes, explain: _____

g) **REQUIREMENTS OF THE HOTEL:**

(i) Date of Arrival: _____ Time of Arrival: _____

(ii) Date of Departure: _____ Time of Departure: _____

(iii) Name of any guest accompanying participant: *(Excl. meals & evening functions)*

Mr/Mrs/Ms _____

Number of Children _____ Ages _____

Signature: _____ **Date:** _____

Official Use Only:

Amount Paid _____ Receipt No. _____

Date Received _____ Signature _____

INFORMATION FOR DELEGATES

1. A limited number of rooms has been booked for the Conference. Therefore, once payment is received for the booked rooms, we will not be able to accept any additional bookings for accommodation. However, if you wish to attend the Conference on a non-residential basis and accommodate yourself elsewhere, you may register as a daily delegate.
2. **Registration fees do not include items charged to your room.** The Hotel **will not** accept personal cheques for additional food, beverage or other charges. Where guests are required to settle food and beverage and miscellaneous accounts and you wish to do so by a company credit card, the Hotel requires an imprint of the credit card upon arrival. It is important to note that all credit cards have limits in Fiji and to exceed those limits, approval is required. Please obtain approval prior to your arrival.
3. Please note that as per hotel policy, the maximum number of children (12 years and below) allowed per room is two (2). There will also be additional charges for any extra adults in the room.
4. **The hotel requires a deposit of \$100 upon check-in which is refundable when checking out.**
5. **Conference Dress Code – Strictly Formal**
6. **Dress Code for Dinners:**
Friday, 7 December 2018 – Attorney-General’s Annual Dinner – Black Tie
Saturday, 8 December 2018 – Cocktail and Dinner – Formal Bula
7. **Registration closes on 31 October 2018.** Completed registration forms together with the appropriate fees payable, must reach the Chairperson, Attorney-General’s Conference Committee, Office of the Attorney-General, P.O. Box 2213, Government Buildings, Suva or can be hand-delivered and paid at our Accounts Section on Level 5, Suvavou House on or before **31 October 2018**. The rates quoted above are subject to change.
8. The organisers reserve the right to amend the programme as and when necessary.