



22nd Attorney-General's Conference 2020
4 – 5 December 2020 – InterContinental Fiji Golf Resort & Spa

REGISTRATION FORM

Full Name (Mr/Mrs/Ms): _____

Preferred Name on Name Tag: _____

Organisation/Firm: _____

Job Title: _____

E-mail Address: _____

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

CONFERENCE PACKAGES

(Please tick where appropriate)

a) **FULL CONFERENCE PACKAGE (2 days)** **\$1,000.00 pp**
(Full package, incl. accommodation – single room, meals, Conference & evening functions)

ACCOMPANYING PERSON **\$400.00 pp**
(Incl. meals & evening functions)

Mr/Mrs/Ms _____
 Name of Guest

THURSDAY, 3 DECEMBER 2020 (optional) **\$250.00**
(Accommodation & Buffet breakfast only)

b) **FULL CONFERENCE PACKAGE (2 days)**
ROOM SHARE – BOTH LEGAL PRACTITIONERS **\$800.00 pp**
(Full package, incl. accommodation, meals, Conference and evening functions)

ACCOMPANYING LEGAL PRACTITIONER:

Mr /Mrs /Ms _____

ORGANISATION/FIRM:

THURSDAY, 3 DECEMBER 2020 (optional) **\$250.00**
(Accommodation & Buffet breakfast only)

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

● Friday, 4 December 2020 **\$700.00 pp**

● Saturday, 5 December 2020 **\$700.00 pp**

THURSDAY, 3 DECEMBER 2020 (optional) **\$250.00**
(Accommodation & Buffet breakfast only)

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

- | | | |
|-----------------------------|--------------------|----------------------|
| ● Friday, 4 December 2020 | \$250.00 pp | <input type="text"/> |
| ● Saturday, 5 December 2020 | \$250.00 pp | <input type="text"/> |
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e) **EVENING FUNCTIONS** (*Optional for daily attendance participants*)

- | | | |
|---|--------------------|----------------------|
| ● Friday, 4 December 2020 (Annual Dinner) | \$200.00 pp | <input type="text"/> |
| ● Saturday, 5 December 2020 (Cocktail & Dinner) | \$200.00 pp | <input type="text"/> |
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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 _____

(iv) Number of Children accompanying participant: _____ 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).

h) **SUBMISSION OF FORMS AND PAYMENT**

(i) Completed registration forms and full payment of the applicable fees may be submitted:

- by hand delivery at Level 5, Suvavou House, Suva; Level 1 Tavaiqia House, Lautoka; or Level 2, Ro Qomate House, Labasa;
- by e-mail to unaisi.moceisuva@ag.gov.fj or sulueti.balekiwai@govnet.gov.fj; or
- by post addressed to the Chairperson, Attorney-General's Conference Committee, Office of the Attorney-General, P.O. Box 2213, Government Buildings, Suva.

(ii) Payment can be made by cash or by way of cheque or direct deposit to:

Bank	:	HFC Bank
Account Name	:	Attorney-General's Conference Trust Account
Account Number	:	14848S10
SWIFT	:	HFCLFJFJ
BSB	:	129-010

(iii) Please note that full payment of the applicable fees prior to the event is mandatory for attendance. The fees quoted above are subject to change.

(iv) Any cancellation must be made in writing by no later than **20 November 2020**. No refund will be made available for cancellation notifications received after **20 November 2020**.

INFORMATION FOR DELEGATES

1. A limited number of rooms have 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 or session 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. 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. **Please note that we do not provide rooms for children/family. Twin rooms (rooms with two double beds) are allocated to lawyers who wish to share a room as shown in b) above.**
4. **Conference Dress Code – Strictly Formal**
5. **Dress Code for Dinners:**
Friday, 4 December 2020 – Attorney-General’s Annual Dinner – Black Tie
Saturday, 5 December 2020 – Cocktail and Dinner – Formal Bula
6. **Registration closes on 6 November 2020.**
7. The organisers reserve the right to amend the programme as and when necessary.

SIGNATURE: _____ **DATE:** _____

Official Use Only

Amount Paid: _____ **Receipt No.:** _____

Date Received: _____ **Signature:** _____