



# 21<sup>st</sup> Attorney-General's Conference 2019

## 6 - 7 December 2019 - 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)	<b>FULL CONFERENCE PACKAGE</b> <i>(Full package, incl. accommodation–single room, meals, conference &amp; evening functions)</i>	<b>\$1,300.00 pp</b>	<input type="checkbox"/>
	<b>ACCOMPANYING PERSON</b> <i>(Incl. meals, accommodation &amp; evening functions only)</i>	<b>\$600.00 pp</b>	<input type="checkbox"/>
	Mr/Mrs/Ms _____ <span style="margin-left: 150px;"><i>Name of Guest</i></span>		
	<b>THURSDAY, 5 DECEMBER 2019 (optional)</b> <i>(Accommodation &amp; buffet breakfast only)</i>	<b>\$270.00</b>	<input type="checkbox"/>
b)	<b>FULL CONFERENCE PACKAGE ROOM SHARE – BOTH LEGAL PRACTITIONERS</b> <i>(Full package, incl. accommodation, meals, conference &amp; evening functions)</i>	<b>\$1,100.00 pp</b>	<input type="checkbox"/>
	<b>THURSDAY, 5 DECEMBER 2019 (optional)</b> <i>(Accommodation &amp; buffet breakfast only)</i>	<b>\$270.00</b>	<input type="checkbox"/>
c)	<b>FULL CONFERENCE PACKAGE (1 day)</b> <i>(Full package, incl. accommodation–single room, meals, Conference &amp; evening function)</i>		
	● Friday, 6 December 2019	<b>\$1,000.00 pp</b>	<input type="checkbox"/>
	● Saturday, 7 December 2019	<b>\$1,000.00 pp</b>	<input type="checkbox"/>
	<b>THURSDAY, 5 DECEMBER 2019 (optional)</b> <i>(Accommodation &amp; buffet breakfast only)</i>	<b>\$270.00</b>	<input type="checkbox"/>
d)	<b>DAILY ATTENDANCE</b> <i>(Conference, tea breaks &amp; lunch only)</i>		
	● Friday, 6 December 2019	<b>\$500.00 pp</b>	<input type="checkbox"/>
	● Saturday, 7 December 2019	<b>\$500.00 pp</b>	<input type="checkbox"/>

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

- Friday, 6 December 2019 (Annual Dinner) **\$300.00 pp**
- Saturday, 7 December 2019 (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 \_\_\_\_\_

(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)*

<b>Signature:</b> _____	<b>Date:</b> _____
<b>Official Use Only:</b>	
<b>Amount Paid</b> _____	<b>Receipt No.</b> _____
<b>Date Received</b> _____	<b>Signature</b> _____

**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. **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, 6 December 2019 – Attorney-General’s Annual Dinner – Black Tie  
Saturday, 7 December 2019 – Cocktail and Dinner – Formal Bula
7. **Registration closes on 31 October 2019.** 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 2019**. The rates quoted above are subject to change.
8. The organisers reserve the right to amend the programme as and when necessary.