



27th Attorney-General's Conference
5 – 6 December 2025
Sheraton Fiji Golf & Beach Resort, Nadi

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)** **\$1,850.00 pp** ☐
*(Full package, incl. accommodation – single room, meals,
Conference & evening functions)*

ACCOMPANYING PERSON **\$750.00 pp** ☐
(Incl. meals & evening functions)

Mr/Mrs/Ms _____
Name of Guest

(b) **FULL CONFERENCE PACKAGE (2 days)**
ROOM SHARE – BOTH LEGAL PRACTITIONERS **\$1,500.00 pp** ☐
*(Full package, incl. accommodation, meals, Conference and
evening functions)*

ACCOMPANYING LEGAL PRACTITIONER:

Mr /Mrs /Ms _____

ORGANISATION/FIRM:

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

● Friday, 5 December 2025 **\$1,400.00 pp** ☐

● Saturday, 6 December 2025 **\$1,400.00 pp** ☐

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

- | | | |
|-----------------------------|--------------------|----------------------|
| ● Friday, 5 December 2025 | \$750.00 pp | <input type="text"/> |
| ● Saturday, 6 December 2025 | \$750.00 pp | <input type="text"/> |

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

- | | | |
|---|--------------------|----------------------|
| ● Friday, 5 December 2025 (Annual Dinner) | \$300.00 pp | <input type="text"/> |
| ● Saturday, 6 December 2025 (Cocktail & Dinner) | \$300.00 pp | <input type="text"/> |

(f) **PERSONAL PREFERENCES**

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

If yes, explain: _____

(g) **REQUIREMENTS OF THE RESORT**

(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 can be submitted via email to: agconference@ag.gov.fj or oagconference@gmail.com

OR

A hardcopy of the Completed Registration Form can be submitted from Monday to Friday (8:30am – 4pm) at the counter:

- (a) Level 5, Suvavou House, Suva;
- (b) Level 1, Tavaiqia House, Lautoka; or
- (c) Level 2, Ro Qomate House, Labasa.

- (ii) Registration Forms emailed after 4pm on Friday will be processed on the following Monday.

- (iii) **Registration will only be confirmed upon payment of the applicable registration fees within 3 days of receipt of the completed registration form. During this 3-day period, a place will be reserved for the applicant. If payment is not received within this time frame, the reservation will be released to another applicant. The Applicant will be notified of confirmed**

receipt of registration fees and of registration to the Conference.

- (iv) **Please note that payment without prior submission of a registration form does not guarantee a place and no place will be reserved, as registration forms must be submitted.**
- (v) Full payment of the applicable fees prior to the event is mandatory for attendance. The fees quoted above are subject to change.
- (vi) Any cancellation must be made in writing by no later than **15 November 2025. No refund** will be made available for cancellation notifications received after this date.
- (vii) Please contact Head of Conference Secretariat Team Jone Naituivau by email jone.naituivau@ag.gov.fj or phone 9981779, for any further information or clarification.

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 Resort 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 Resort 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. **Delegates opting for the full day Conference Package will have to pay a bond of \$150 at the Resort.**
4. The Sheraton Fiji Golf & Beach Resort, has cashless system (save for the front desk). Delegates are advised to prepare accordingly.
5. Delegates who have purchased the full conference package and wish to bring an additional adult or child(ren)—not listed as an accompanying person—should liaise directly with the Resort to confirm the Resort's policies on extra guests and to settle any additional expenses that may apply.
6. **Conference Dress Code – Strictly Formal**
7. **Dress Code for Dinners:**

Friday, 5 December 2025 – Attorney-General's Annual Dinner	–	Black Tie
Saturday, 6 December 2025 – Cocktail and Dinner	–	Formal Bula
8. **Registration closes on 6 November 2025.**
9. 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:** _____