

## HOW TO REGISTER

- Please complete the registration form, including making a selection for the concurrent sessions. This selection is not binding. It is to give us an indication of room requirements.
- If you are paying by NZ cheque or overseas bank draft in NZ dollars, copy for your records, then attach your cheque to the registration form and post to NZLS CLE Ltd, PO Box 5041, Wellington 6140, New Zealand.
- If you are paying by direct credit, fax or email the registration form to NZLS CLE noting when payment has/is being made. Use your name on the banking transaction and 'ANZELA' for reference.
- If you are paying by credit card, fax/email the form to NZLS CLE.

## FEES (NZ\$) Incl GST at 15%

### Fees

The full registration fee includes the collected conference materials, morning and afternoon teas and lunches on both days of the conference, the welcome reception on Wednesday evening and the dinner on Thursday evening.

	ANZELA member	Non-member
Earlybird registration (if payment received by 28 August)	\$940	\$990
Regular registration	\$990	\$1,040
One day (does not include social functions)	\$450	\$475
Conference dinner – guest	\$140	\$140
Group - reduction of \$50 per registration fee for 5 or more registrants from the same organisation.	\$50	\$50

### Cancellation

In the event of a registration being cancelled prior to 1 September, an administration fee of NZ\$200 (incl GST) will be charged. After 1 September, individual refunds will not be made unless the entire event is cancelled, but you may send a substitute. Please inform the organiser of the change of name.

### Acknowledgement

All registrations will be acknowledged by e-mail. Please contact the organiser if you do not receive acknowledgement of your registration.

### Concurrent sessions

For organisational purposes please indicate on your registration form which of the concurrent sessions you are likely to attend. See the bottom right side of the registration form for tick boxes in which to make your selection.

### Dietary requirements

Make note of any special dietary needs on the registration form.

### Privacy Act

Details on the registration form are for the use of the ANZELA Conference 2016 and the conference organiser only. In registering for this conference your relevant details (name, organisation, city/county and email address) will be included in a list of delegates, for the benefit of delegates. Please indicate on the registration form if you do not wish to have your email address included in your entry on this list.

### Contact the conference organiser

NZLS CLE Ltd.

PO Box 5041, Wellington, New Zealand, Tel +64 4 472 7837, Fax +64 4 463 2986, [registrations@lawyerseducation.co.nz](mailto:registrations@lawyerseducation.co.nz), freephone for registration inquiries within NZ: 0800 333 111.

