

## SIFA Conference - Wed 23<sup>rd</sup> – Fri 25<sup>th</sup> August 2023

### COPTHORNE HOTEL AND RESORT · QUEENSTOWN LAKEFRONT

Corner Frankton Road & Adelaide Street, Queenstown, 9300

We look forward to you joining us at the 2023 SIFA Conference. To secure your place please complete this form and email to [duncan.balmer@bjcl.co.nz](mailto:duncan.balmer@bjcl.co.nz) - space is limited so be in quick.

#### Personal details

Name:	
Position:	
Organisation:	
Address:	
City:	Postcode:
Phone:	Mobile:
Email:	
Dietary requirements:	

The proposed conference format will allow pre/post sponsor related events or an extended weekend in Queenstown with partners and family.

#### Conference details as follows:

- Wednesday 23<sup>rd</sup> August** 7pm dinner only please check box if attending dinner
- Thursday 24<sup>th</sup> August** Day 1 of SiFA Conference & 7pm dinner please check box if attending dinner
- Friday 25<sup>th</sup> August** Day 2 of SiFA Conference concluding at 3.30pm
- Please select one option:  Free to SIFA Members only or  Sponsor Organisation: \_\_\_\_\_

#### Travel and Accommodation

All attendees are responsible for arranging and paying for your own travel to and from the Copthorne Hotel and Resort Queenstown Lakefront

#### Book now and pay later – Special rates for delegates

You are also required to book your own accommodation. We have contracted a special rate of \$260 per night at the Copthorne Hotel and Resort Queenstown Lakefront and you are welcome to stay more nights at this rate. Please enter the SIFA23 code into the Group Code box when booking or secure your accommodation directly with the Copthorne Hotel and Resort Queenstown Lakefront, using the link [here](#).

- Rate is inclusive of taxes
- A valid credit card is required to confirm your reservation
- Cancel by 2pm local hotel time at least TWO days prior to arrival to avoid a one-night cancellation charge
- My Millennium or other loyalty programmes are NOT applicable to this offer

Please note that you will be required to provide a credit card on arrival. It will be your responsibility to pay Copthorne Hotel and Resort Queenstown Lakefront for your accommodation and any miscellaneous expenses (e.g., breakfast mini bar, room service etc) upon departure.

### **Registration confirmation and payment for members**

SIFA members will be notified of your confirmed conference registration upon receipt of your completed Registration Form. Should the conference be cancelled due to any events beyond our control, no membership credit will be issued.

### **Registration is inclusive of:**

- Dinner and drinks on Wednesday 23<sup>rd</sup> August 2023 – **7pm TBC – Address TBC, Queenstown**
- Attendance at all conference sessions and food & refreshments (registered attendees & sponsors only).
- Dinner and drinks on Thursday 24<sup>th</sup> August 2023 – **7pm TBC – Address TBC, Queenstown**

### **Membership application**

As SIFA is a member organisation, the conference is only open to SIFA members who are up to date with the membership fee. If you wish to become a member of SIFA, you are welcome to submit a SIFA Membership application by applying [here](#) (note the membership year runs from July to June at a cost of \$350 plus GST pa).

### **Terms and conditions**

It is your responsibility to pay Copthorne Hotel and Resort Queenstown Lakefront for your accommodation and settle any miscellaneous accounts (e.g., breakfast mini bar, room service etc) upon departure. You agree to indemnify SIFA from and against all claims, expenses and costs incurred directly or indirectly by SIFA in connection with (i) your failure to pay for your accommodation and any miscellaneous costs upon your departure, and (ii) any damage you may have caused to your room or elsewhere within the premises of Copthorne Hotel and Resort Queenstown Lakefront as your accommodation and SIFA Conference provider.

### **Copthorne Hotel and Resort Queenstown Lakefront Health & Safety Visitor Policy.**

All event guests will be required to follow the Health & Safety guidelines set out by the Copthorne Hotel and Resort Queenstown Lakefront relating to pandemics, disasters or the like. We ask if you are feeling unwell, please do not attend the conference.

I agree with all the Terms and Conditions as outlined within this Registration Form.

Adviser name

Date

Signature

**All conference registration requests are to be made through Duncan Balmer at [duncan.balmer@bjcl.co.nz](mailto:duncan.balmer@bjcl.co.nz)**

**Please include any dietary requirements as part of your registration to Duncan Balmer.**

### **What happens next?**

We will continue to update the website with details of speakers, presentations, and agenda timings. Please continue to check the SIFA Conference page for the updated details on these and the agenda.

In the meantime, please get on and book your flights and accommodation.