



**THE NEW ZEALAND FEDERATION OF BUSINESS  
& PROFESSIONAL WOMEN (BPW NZ) INC.**

**“Making a Difference Through Leadership and Action”**

**52nd CONFERENCE**

**Friday 8 April 2016**  
at  
Stamford Plaza Hotel  
22-26 Albert St, Auckland

**ONE DAY CONFERENCE, ANNUAL GENERAL MEETING  
AND ANNUAL AWARDS DINNER**

- Please complete a separate registration form for each delegate.
- Registration forms are available on the BPW NZ webpage, which will be updated from time to time with further information about the AGM: [www.bpwnz.org.nz](http://www.bpwnz.org.nz)

Programme – see Section A

Registration – see Sections B & C

Payment Process – see Section D

Accommodation and Transport - see Section E.

Please retain a copy of the registration form for your records and send the original to:

Post: BPW NZ AGM  
9 Salisbury Road, Gisborne 4010  
New Zealand

Or email to: [bpwconf2016@gmail.com](mailto:bpwconf2016@gmail.com)

BPW NZ AGM registration enquiries to [bpwconf2016@gmail.com](mailto:bpwconf2016@gmail.com)

or phone 00 64 6 868 4669; messages may be left on mobile number 021 1243458

## Section A : CONFERENCE PROGRAMME

|                |                  |   |
|----------------|------------------|---|
| Friday 8 April | 7.30am – 8.30am  | Registration  |
|                | 8.30am           | Welcome and roll call<br>Followed by AGM including: <ul style="list-style-type: none"><li>- Executive reports</li><li>- Treasurer's report</li><li>- Voting for officers</li><li>- Resolutions</li><li>- Reports from other task forces</li></ul> |
|                | 6.00 pm          | President's Reception – all welcome.  |
|                | 7.00pm – 10.00pm | BPW NZ Awards Dinner  |

A more detailed programme will be sent out closer to the conference and will also be posted on the BPW website: [www.bpwnz.org.nz](http://www.bpwnz.org.nz)

### Raffles:

Raffle tickets will be available to all BPW Members prior to conference as well as during the conference. Please let all your Club members know that they can purchase tickets to be in the draw even if they can't make it to conference.

General Raffles \$10.00 for 5 draws

Nepal Raffle \$5.00 1 draw

A separate form will be sent to Clubs to record names and choice of raffle.

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### Observers:

We have noticed that there are a number of BPW members who enjoy coming to conference as observers who have a wealth of knowledge that could be shared by mentoring newer delegates and visitors to conference. Please indicate if you would like to help at conference as a mentor.

I would like to be a mentor at Conference.

Name: \_\_\_\_\_ Email \_\_\_\_\_

You will be contacted by the Personnel Convener.

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### Duties and Roles:

There are various other duties and roles during conference. If you would like to assist, please tick your choice[s]:

- |   |  |                                      |   |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Elections Desk | <input type="checkbox"/> Registration Desk | <input type="checkbox"/> Time Keeper | <input type="checkbox"/> Scrutineer         |
| <input type="checkbox"/> Raffles        | <input type="checkbox"/> Sales             | <input type="checkbox"/> Runner      | <input type="checkbox"/> General Assistance |

Name: \_\_\_\_\_ Email \_\_\_\_\_

You will be contacted by the Personnel Convenor.

**Section B : REGISTRATION INFORMATION**

**Title:** *please circle* Prof Dr Ms Miss Mrs

**Family name:** \_\_\_\_\_ **Given name:** \_\_\_\_\_

**Preferred name for badge:** \_\_\_\_\_

*Partner:* \_\_\_\_\_

**Postal address:** \_\_\_\_\_

\_\_\_\_\_

**Preferred Phone (include International prefix):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of club:** \_\_\_\_\_ **Position in club:** \_\_\_\_\_

**Attending as** *please tick:*

- Executive Officer
- Past President
- Life Member
- Delegate
- Workshop Convenor
- Guest (non BPW)
- Sponsor
- Young BPW [< 35]
- Observer (all International Members)

**Special Dietary Requirements:**

- Vegetarian
- Vegan
- Gluten free
- Dairy free
- Other [please specify]

**Special Assistance :**

Do you need any additional assistance ?

- Wheelchair access  Yes  No
- Hearing Assistance  Yes  No
- Visual Assistance  Yes  No
- Other  Yes  No

If yes, please specify how we may assist you: \_\_\_\_\_

\_\_\_\_\_

### Section C : REGISTRATION

Registration covers: Attendance at all conference sessions and all conference papers;  
Morning and afternoon tea and lunch.

**Please tick  your registration type:**

- |  |                     |          |
|--|---------------------|----------|
| <input type="checkbox"/> Early bird registration [(Payment must be received by 22/1/2016 ) | NZ \$150.00         | \$ _____ |
| <input type="checkbox"/> Late registration [after 22/1/2016]                               | NZ \$190.00         | \$ _____ |
| <input type="checkbox"/> President's Reception and Awards Dinner [Friday evening]          | NZ \$110.00         | \$ _____ |
| <input type="checkbox"/> President's Reception and Awards Dinner [Partner / Guests]        | NZ \$110.00 x ..... | \$ _____ |

Name[s] \_\_\_\_\_  
\_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### Section D : PAYMENT OF FEES

Please forward registration form and payment to:

Post: BPW NZ AGM  
9 Salisbury Road, Gisborne 4010  
New Zealand

Email to: [bpwconf2016@gmail.com](mailto:bpwconf2016@gmail.com)

#### **PAYMENT BY NEW ZEALANDERS:**

Cheques to be made payable to: BPW NZ Conference Account

Internet banking to: BPW NZ Conference Account

Account no: 030474 0492908 001

Reference: Attendees family name, first initial and club

For all enquiries please contact: Registration Convenor : Kath Kitchen

Email at [bpwconf2016@gmail.com](mailto:bpwconf2016@gmail.com)

or Phone 00 64 6 868 4669; messages may be left on mobile number 021 1243458

#### **INTERNATIONAL PAYMENTS NEXT PAGE:**

## INTERNATIONAL BANKING DETAILS:

Current Exchange rate information: [Hyperlink to Exchange Rates](#)

Please pay to this bank account:

Beneficiary's Bank: **Westpac New Zealand Limited**

Beneficiary's City: **Auckland**

Beneficiary's Country: **New Zealand**

Beneficiary's Account Name: **BPW NZ Conference Account**

Beneficiary's Bank Address: **Registered Office, Westpac New Zealand Limited, Auckland, New Zealand**

Beneficiary's Account No: **0304740492908001**

SWIFT No: **WPACNZ2W** Code: **CONF16**

Identification: ***your name, country and code* CONF16**

For all enquiries please contact: Registration Convenor : Kath Kitchen

Email at [bpwconf2016@gmail.com](mailto:bpwconf2016@gmail.com)

or Phone 00 64 6 868 4669; messages may be left on mobile number +64 21 1243458

### **Important information: Refund of registration fees**

No refund of fees for Conference 2016 will be made unless notice of inability to attend is given to the Registrations Convener not less than two weeks before Conference, i.e. by 25<sup>th</sup> March 2016.

Later requests on compassionate grounds must be accompanied by supporting evidence.

All refunds applications will be at the discretion of the Conference Planning Committee whose decision shall be final.

## Section E : Travel & Accommodation

### AIRPORT TRANSPORT:

The Conference Committee regret that they are unable to provide transport to and from Auckland Airport.

For transport options and costs between Auckland International Airport and your hotel please go to the airport web site at [www.aucklandairport.co.nz](http://www.aucklandairport.co.nz)

Travel time: Allow approximately 40-50 minutes from airport to the conference venue.

### ACCOMMODATION:

The Stamford Plaza Hotel, venue for the BPW NZ AGM and the Asia Pacific Regional Meeting, offers a range of rooms at special conference rates that have been discounted up to 30% especially for BPW attendees.

Please book direct at: <http://www.stamford.com.au/spak/accommodation-packages/bpw2016>

Or phone +64 9 309 888; Quote reference: BPW2016

Car parking at the Stamford Plaza Hotel is for hotel guests only. The parking fee is additional at \$45.00 day/night (at time of publication).

Alternative parking is available within walking distance. For locations and costs go to <http://www.parkopedia.co.nz/parking/auckland/>

Information about alternative accommodation options will be available on the BPW NZ website: [www.bpw.nz](http://www.bpw.nz)