



**24<sup>th</sup> Attorney-General's Conference 2022**  
**2 – 3 December 2022 – Sheraton Fiji Golf & Beach Resort**

**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)** **\$1,550.00 pp**   
*(Full package, incl. accommodation – single room, meals, Conference & evening functions)*

**ACCOMPANYING PERSON** **\$700.00 pp**   
*(Incl. meals & evening functions)*

Mr/Mrs/Ms \_\_\_\_\_  
Name of Guest

(b) **FULL CONFERENCE PACKAGE (2 days)** **\$1,350.00 pp**   
**ROOM SHARE – BOTH LEGAL PRACTITIONERS**  
*(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 2 December 2022 **\$1,250.00 pp**

● Saturday 3 December 2022 **\$1,250.00 pp**

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

- |                            |                    |                      |
|----------------------------|--------------------|----------------------|
| ● Friday 2 December 2022   | <b>\$750.00 pp</b> | <input type="text"/> |
| ● Saturday 3 December 2022 | <b>\$750.00 pp</b> | <input type="text"/> |
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(e) **EVENING FUNCTIONS** *(Optional for daily attendance participants)*

- |  |                    |                      |
|--|--------------------|----------------------|
| ● Friday 2 December 2022 (Annual Dinner)       | <b>\$350.00 pp</b> | <input type="text"/> |
| ● Saturday 3 December 2022 (Cocktail & Dinner) | <b>\$350.00 pp</b> | <input type="text"/> |
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(f) **PERSONAL PREFERENCES**

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

If yes, explain: \_\_\_\_\_

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(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).***

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(h) **SUBMISSION OF FORMS AND PAYMENT**

(i) Completed registration forms, full payment of the applicable fees for an applicant and any guest may be submitted:

- by hand delivery at Level 5, Suvavou House, Suva; Level 1 Tavaiqia House, Lautoka; or Level 2, Ro Qomate House, Labasa;
- by e-mail to [sulueti.balekiwai@govnet.gov.fj](mailto:sulueti.balekiwai@govnet.gov.fj); or
- by post addressed to the Chairperson, 24<sup>th</sup> Attorney-General's Conference Committee, Office of the Attorney-General, P.O. Box 2213, Government Buildings, Suva.

(ii) Payment can be made by cash or by way of cheque or direct deposit to:

Bank	:	HFC Bank
Account Name	:	Attorney-General's Conference Trust Account
Account Number	:	100017063
SWIFT	:	HFCLFJFJ
BSB	:	129-010

(iii) Please note that full payment of the applicable fees prior to the event is mandatory for attendance. The fees quoted above are subject to change.

(iv) Any cancellation must be made in writing by no later than **21 November 2022**. No refund will be made available for cancellation notifications received after **21 November 2022**.

### **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. Please note participants will be accommodated either at the **Sheraton Fiji Golf & Beach Resort or Hilton Fiji Beach Resort & Spa.**
3. **Registration fees do not include items charged to your room.** The Resorts **do not** accept personal cheques for additional food, beverage or other charges. Where guests are required to settle food, beverage and miscellaneous accounts and you wish to do so by a 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.
4. As per Resort 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.**
5. **Conference Dress Code – Strictly formal**
6. **Dress Code for Dinners:**  
Friday 2 December 2022 – Attorney-General’s Annual Dinner – Black Tie  
Saturday 3 December 2022 – Cocktail and Dinner – Formal Bula
7. **Registration closes on Friday 18 November 2022.**
8. The organisers reserve the right to amend the programme as and when necessary.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b><u>OFFICIAL USE ONLY</u></b>	
<b>Amount Paid:</b> _____	<b>Receipt No.:</b> _____
<b>Date Received:</b> _____	<b>Signature:</b> _____