



25th Attorney-General's Conference 2023
8 – 9 December 2023 – 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)** **\$1,300.00 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, 8 December 2023 **\$1,200.00 pp** ☐

● Saturday, 9 December 2023 **\$1,200.00 pp** ☐

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

● Friday, 8 December 2023 **\$700.00 pp** ☐

● Saturday, 9 December 2023

\$700.00 pp

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

● Friday, 8 December 2023 (Annual Dinner)

\$300.00 pp

● Saturday, 9 December 2023 (Cocktail & Dinner)

\$300.00 pp

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 must be submitted at the counter at Level 5, Suvavou House, Suva; Level 1 Tavaiqia House, Lautoka; or Level 2, Ro Qomate House, Labasa.

(ii) Payment of fees will only be accepted upon approval of registration. Payment must be made at the counter by cash or by way of cheque.

(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 **20 November 2023**. No refund will be made available for cancellation notifications received after **20 November 2023**.

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. 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.**
4. **Conference Dress Code – Strictly Formal**
5. **Dress Code for Dinners:**
Friday, 8 December 2023 – Attorney-General’s Annual Dinner – Black Tie
Saturday, 9 December 2023 – Cocktail and Dinner – Formal Bula
6. **Registration closes on 3 November 2023.**
7. 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:** _____