

HOW TO REGISTER:

Step 1: Complete the enclosed form

Step 2:



E mail your completed form to info@hrdirection.co.nz

OR



Fax your registration form to us immediately on : (03) 977 1973

OR



POST:
Send your registration form to:
HR Direction
PO Box 1079
Christchurch

Step 3: A tax invoice will be issued upon receipt of registration. Please follow up your registration with payment. Payment must be received before the event to secure your place and by the respective dates to qualify for early-bird discounts.

HOW TO PAY

Our preference is for you to pay by direct credit

DIRECT CREDIT:

Direct credit to our bank account (please supply details of payee)

BANK: Westpac Trust

ACCOUNT NAME: HR Direction 2005 Ltd

ACCOUNT NUMBER: 03 1707 0121396 00

ALTERNATIVELY PAY BY CHEQUE:

Post a crossed cheque payable to HR Direction 2005 Ltd.

WHAT IF I HAVE TO CANCEL?

Should you be unable to attend a substitute is welcome in your place. Alternatively, a refund, less 10% service charge, per delegate, will be made for cancellations received in writing up to 10 working days prior to the event. Regrettably no refund can be made less than 10 working days prior to the event.

REGISTRATION FORM

1st Delegate

Title (Mr/Mrs/Ms/Miss/Dr):	
First Name	
Last Name	
Position	
E Mail	

<input type="checkbox"/>	OPT-IN
Please subscribe me to your email list informing me of the latest forums and workshops for Social Service Managers	

2nd Delegate

Title (Mr/Mrs/Ms/Miss/Dr):	
First Name	
Last Name	
Position	
E Mail	

<input type="checkbox"/>	OPT-IN
Please subscribe me to your email list informing me of the latest forums and workshops for Social Service Managers	

ORGANISATION

Organisation Name	
Postal Address	
Telephone	
Approving Manager	Name: Title: Email:
Name of Booking Contact (if not delegate)	
Booking contact email address	

DATE

Please register me/us for:	<input type="checkbox"/> 30 th Jun 2009
	<input type="checkbox"/> 27 th Oct 2009

PRICE & SAVINGS

Register & pay early and SAVE with our Early-Bird Saver options	
EARLY-BIRD	FULL PRICE
Register & pay before 5pm 2 June/ 2 October	Register & pay after early-bird period
<input type="checkbox"/> \$265+GST (\$298.13)	<input type="checkbox"/> \$295+GST (\$331.88)
You've successfully secured one of the two spaces at a significant discount as an agency with three or less staff and a limited training budget.	
<input type="checkbox"/> enter cost as discussed (inc GST)	