



**1st ROTARY INSTITUTE
ZONE 8**

9-15 November 2009
ABN 87 532 334 408



YOUR PERSONAL DETAILS: The following details will appear in the Institute Directory. Please amend as appropriate. If you are not attending the Institute and your current information is incorrect, please amend the data and send this form back to the Secretary (address on the following page), leaving the Registration section blank, so that we can update the Directory.

	Current Data	Amended Data
Name:		
Badge Name:		
Rotary Club:		
DG Year:		
DG District:		
Current District:		
Partner's Name:		
Partner's Badge Name:		
Address:		
Home:		
Work:		
Mobile:		
Fax:		
Email:		

WORKSHOP PREFERENCES

Please indicate which workshop you would like to attend by numbering the boxes from 1 to 4. Please note that space is limited and preferences will be allocated in order of receipt.

Workshop	Preference
Health Hunger and Water	
Literacy and Learning	
Rotary Image – Rotary Week 2010	
Environmental restoration and reshaping our excess	

Please turnover for other and payment information

OTHER INFORMATION

Notes	Details	
1	Are you travelling by air, road or rail? (please circle)	Arrival date & time: _____ Departure date & time: _____
2	Where are you staying?	Crowne Plaza Newcastle
3	Do you wish to attend a Reunion Dinner (please tick)? YES <input type="checkbox"/> NO <input type="checkbox"/> No. of people: ____ DG Year: _____	
4	Do you have any special dietary needs? Please elaborate:	
5	Do you have any other special needs, e.g. wheelchair access, disabled toilet, audio loop?	
6	Will you be attending the Thursday night Local Rotary Club Meeting	YES <input type="checkbox"/> NO <input type="checkbox"/> No. of people: ____

REGISTRATION INFORMATION - To be read in conjunction with the enclosed notes:

Notes	Details	Number	Cost	Total
7	Registration Fee		\$120.00 / head	
8	Institute Package		\$65.00 / head	
9	Saturday Night Dinner		\$90.00 / head	
10	Sunday BBQ		\$10.00 / head	
11	Total to Pay			

PAYMENT INFORMATION

I enclose a cheque payable to “ Rotary Zone 8 Institute ” for the Total to Pay shown in Registration section above \$ _____	
OR Please debit my Credit Card for the Total to Pay shown in Registration section above in accordance with the following card details	
Cards accepted: Visa or MasterCard (please circle one) Card No: _____ Expiry date: __ / __	Name of cardholder: <i>(Please print)</i> _____ Signature: _____

Forward the completed Registration Form (including payment information)

by the 1st October 2009 to:

PDG Warwick Tester, Secretary, Rotary Zone 8 Institute, PO Box 107, Silverdale, NSW 2752

Fax (credit card payments only): (02) 4774 0736 Email: testerwl@primus.com.au

Your Receipt and Confirmation will be sent to you promptly.

All available information regarding this Rotary Zone Institute is available at: www.rotaryinstitute.org.au

Institute Office Use Only: Treasurer's Reference: _____ Processed Payment Date: _____



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NOTES TO ASSIST YOUR REGISTRATION

1 Arrival	Your District Governors' Nominee Training commences at 8.30am on Tuesday the 10 th November and concludes at 5.00pm on Wednesday the 11 th . The Registration desk will be open from 2 pm to 6 pm on Monday the 9 th .
2 Accommodation	<p>You have been booked into the Crowne Plaza for the nights of Monday 9th to Saturday the 14th (inclusive) If you require any additional nights please contact the Crown Plaza direct on 1800 007 697.</p> <p>You will be required to pay for your accommodation and any incidentals when you check out. Your room rate of \$210 per night includes one continental breakfast with any additional continental breakfasts at \$19.00 per person.</p> <p>Valet car parking is available at \$22 per night.</p>
3 Reunion Dinners	Your reunion dinner is being organized by DGN Jannette Jackson, who will contact you directly.
4 Dietary	Please advise us of any special dietary requirements you may have so that we can advise the caterer to ensure you are catered for.
5 Special Needs	The Newcastle City Hall does have easy steps between floors (like most old City Halls). There is a lift available for those who can't manage the stairs.
6 Thursday Night Rotary Meeting	The Rotary Club of Newcastle invites you to join them at their weekly meeting at Panthers. This event will be addressed by RIP John Kenny and Rotary Foundation Vice Chairman John Germ. The cost of the evening will be collected by the Rotary Club
7 Registration Fee	<p>The Institute registration fee is a per head cost and applies to each registration and covers the Institute's fixed costs.</p> <p>Please note that your pre Institute training costs will be billed directly to the District.</p>
8 Institute Package	The Institute package is available to all registrants and partners. It includes afternoon tea on Friday, morning, afternoon tea and lunch on Saturday and morning tea on Sunday. Lunch on Sunday will not be provided, but there are food outlets within easy walk of the venue and the local Rotary Club will be putting on a BBQ.
9 Saturday Night Dinner	The theme for the night is black with a splash of colour as the Institute commences on Friday the 13 th . The cost includes some drinks
10 Sunday BBQ	One of the local Rotary Clubs are putting on a BBQ on Sunday after the close of the Institute. It will be at least a sausage sizzle and a drink for patrons.
11 Total to Pay	Please forward your registration form with either a cheque or complete the credit card details for the amount shown in the Total to Pay box..

Additional Information

Airport Transfers

For those arriving at Newcastle airport, a shuttle is provided at a reasonable rate to your hotel accommodation, details are enclosed. On the Sunday, buses will be provided from the venue to the airport. Please ensure you advise your travel details on the registration form.

We are also working on our own shuttle as well

Program	<p>The Pre Institute commences on Tuesday the 10th finishes on Wednesday 11th. The Institute commences on Thursday the 12th. Details of the program are being published on the web site as they come to hand.</p> <p>AGMs are being held on Thursday afternoon and Friday morning.</p>
Web Site	<p>Visit www.rotaryinstitute.org.au regularly for up-to-date information on the program, speakers, etc.</p> <p>For additional information, contact the Institute Chairman, PDG Phil Lacey 0408 485 036 or pnlacey2@optusnet.com.au</p>

PLEASE RETAIN THESE NOTES FOR YOUR RECORDS