

PRESIDENTS REPORT FEBRUARY 2005

Tena koutou, tena koutou, tena koutou katoa

A belated Happy New Year to you all. The holidays seem a distant memory now, as Monday 14 March signals that we are in week seven of term one already. Easter is nearly upon us and it is scary to see Easter Eggs and Hot Cross Buns in the shops in mid-late February. However, the Easter break will be a welcome one for many of you I am sure.

The Executive met on Friday 11 March and this was the first meeting for 2005. The meeting began by the election of officers for the 2005-2006 term and the office holders

President – Annette Taylor

Vice-President – Sheryll Ofner

Secretary – yet to be confirmed as we are hopeful that Lynlee Smith will consider our unanimous decision to co-opt her as the twelfth member of the Executive and take up this role again. [She is fantastic at it!] [A Late note here – Lynlee has accepted the co-option and will hold the position of Secretary.]
Treasurer – Annette Taylor

We also welcomed three new executive members:
Ali Painter – representing Western Bay of Plenty, Bay of Plenty
Phil Carmine – representing East Coast, Hawkes Bay
Penny Prestidge – representing Canterbury, Aoraki

We are all looking forward to working together as a team, to continue raising the profile of Assistant and Deputy Principals with key educational stakeholders.

This term we had one guest speaker from the Ministry of Education, **Ian Munro** who is working in the data management division of the Ministry. His talk was very informative and the presentation centred on the accreditation process of the various vendors for Student Management Systems.

It is obvious that the accreditation process is very robust and that it is necessary to ensure that the products that the vendors provide to schools, meet the Ministry's desired standards in preparing valid and accurate student information.

Ian and Paul Seiler (Project Manager) are very keen to hear from schools about any issues that they have faced or are facing in relation to student management systems. On his behalf, I encourage you to email them direct at Ian.Munro@minedu.govt.nz or Paul.Seiler@minedu.govt.nz

On 10 March 2005 I attended the Secondary Principals' and Leaders' Forum and Sheryll Ofner and Roy Fletcher will attend on the 17 March 2005 a meeting of the NZQA APDP Advisory group on your behalf. There are reports in this newsletter and I encourage you to contact us if there are any issues and or concerns that you wish us to raise on your behalf at either forum.

Please look out for the advertisement in the March, April and May Education Gazettes' re the NASDAP Scholarship, which is worth \$12,000. NASDAP is awarding this for the first time in 2005 and applications close 15 June 2005 . Also check out our website for further details; <http://www.nasdap.org.nz>. We encourage you to apply!

I would like to take this opportunity to say a huge thank you to Lynette Parish and her team of helpers for all of the work and organisation that they are undertaking to prepare for the **2005 Bi-ennial NASDAP Conference [15-17 June 2005, Rotorua]**. This newsletter will contain vital information for you if you are planning on attending. I urge you to do so as you will experience many exciting professional and personal opportunities over the three days. Often, senior administrators decide it is easier not to undertake professional development for more than one day as the workload can be large upon your return to school. However, national conference only happens every two years; please take up the challenge to be there!

Finally, once again FREE NASDAP DIARIES for 2006 will be circulated in Term II or Term III.

Enjoy the remainder of Term I, which includes Easter. If you travel, travel safely.

Arohanui
Annette M Taylor

ELECTION RESULTS NASDAP Executive 2005 – 2006

The following members were elected to the NASDAP Executive for 2005 - 2006:

Upper, Roy Fletcher, Otamatea High School	Central School	and	Lower School	Northland ohsdp@ihug.co.nz
Auckland Sheryll Ofner, Rosehill College s.ofner@rosehill-college.co.nz (Vice	(south of Rosehill College	of Mahurangi College	to	Counties/Manukau) s.ofner@rosehill-college.co.nz President) j.scott@ace.ac.nz
Waikato Lynette Parish, Matamata College ph@matamatacollege.school.nz	, King Matamata	Country, College	Thames	Valley
Western Ali Painter, Rotorua Lakes High School painter@rotorualakes.school.nz	Bay Rotorua Lakes	of	Plenty, High School	Bay of
Plenty				
East Phil Carmine, Hastings Girls High School phil@hastingsgirls.com	Coast, Hastings Girls	High School	Hawkes School	Bay

Taranaki, Manawatu and Wanganui
Phil Keenan, Stratford High School kp@shs.school.nz

Wellington, Hutt Valley and Wairarapa
To be appointed -

West Coast, Nelson and Marlborough
Annette Taylor, Nelson College for Girls
annette.taylor@ncg.school.nz
(President/Treasurer)

Canterbury and Aoraki
Penny Prestidge, Avonside Girls High School
pprestidge@avonside.school.nz

Otago and Southland
Joyce Whyman, East Otago High School
jae.whyman@xtra.co.nz

Co-opted as Secretary
Lynlee Smith, Geraldine High School ap@geraldinehs.school.nz

Please feel free to contact your executive member on any issue.

APPLICATIONS DUE SHORTLY FOR *THE NASDAP* SCHOLARSHIP 2005

All Deputy and Assistant Principals currently employed in secondary and area schools throughout New Zealand are reminded that applications for our new 'Prestigious Award' known as *The NASDAP Scholarship* must be made in writing and should arrive with the Scholarship Secretary of NASDAP, P O Box 84, Foxton, no later than 4pm, 15 June 2005.

This new scholarship has been set up to enable one secondary Deputy or Assistant Principal to undertake study and/or a programme of visits to other education institutions in New Zealand and/or overseas, in order to provide an opportunity for leadership development focussed on raising achievement in the secondary sector.

The recipient will receive \$6,000 to assist in meeting the expenses incurred in travel, accommodation and any course fees for the programme organised. In addition, the Minister's approval of the scholarship as a 'Prestigious Award' means that the Ministry of Education will fund the employment of a relief teacher up \$6,000. Hence, the total value of the award is \$12,000.

The winner will be expected to write a formal report of their learning and experience for publication in the NASDAP newsletter and also, to present their learning and experience at either a regional or national conference.

Further details are available on the NASDAP website: www.nasdap.org.nz

Sheryll Ofner
Vice-President

REPORT ON THE NZQA DPs/APs ADVISORY GROUP MEETING

On 17 March, I attended a meeting of the NZQA DPs/APs Advisory Group in Wellington. The items discussed included:

- There 'appears' to be a marked increase in the number of students who either do not show for an examination or who choose to leave the paper(s) for particular standard(s) blank. NZQA intend to ask markers to use a new code for these papers, so that accurate statistics can be collected and monitored.
- Over 50,000 items of material had to be delivered to schools after the initial packout of examination papers in 2004. There are a number of reasons for this. These include inaccurate databases – such as whole classes not enrolled in a standard - and not acting on error reports supplied by NZQA quickly enough. It is also important that schools download their latest NSN file promptly and regularly. NZQA are looking at how additional resourcing could assist in this area.
- NZQA have identified that it would be much easier for a school to be able to apply for special assessment for a candidate at an exam session level rather than an individual standard.
- NZQA agreed to investigate our request to make a calculator available online for schools to use to check the status of students' qualifications. It was pointed out that people like Deans need this facility at times like re-enrolment. At the moment, they have to manually cross check/calculate things like whether a student has achieved the necessary credits for University Entrance.
- The problems associated with transferring results for students who have left one school and gone to another were discussed. It was felt that these problems mean that a large number of transferring students do not receive all of the credits they have earned. It was recommended to NZQA that the best system for individual schools would be to send their own results directly to NZQA.
- There was considerable discussion about the timing of the national examinations in 2006. The change to the starting time for 2006 of 7 February coupled with time off for Tournament Week means that there is an extremely tight squeeze in terms of fitting in the Levels 1 – 3 examinations, followed by Scholarship and then, the marking all before Christmas. NZQA are applying

the principles drawn up after last year's consultation with teachers in solving this challenge.

- There was a discussion about the handling of the results of Year 10 students. At the moment, schools are advised to hold them over until the following year, in order that students can avoid having to pay \$75.00 to uplift them. However, NZQA assured the meeting that they are keen to find a pricing structure that will get around this anomaly.
- A request was made that it would be good if the money paid to schools could arrive earlier - before the annual school accounts are signed off. NZQA agreed to look into this.
- NZQA was asked to contact WINZ to ensure their branches are all aware of the deadline for financial assistance
- NZQA is working with the Ministry of Education to streamline their data processing eg. changing ethnicity to bring it into line with the census.
- A request was made to NZQA to make the entry date for Scholarship as late as possible. It was suggested that the best deadline would be when the School's Entry File is forwarded just prior to the Term 3 holidays.
- NZQA were congratulated for getting the 2004 results out to schools in time for re-enrolment.
- There is likely to be a significant decrease in the number of people applying for Family Assistance now that there is a flat fee of \$75.00, as you now need to have three candidate
- NZQA were asked for a possible extension to the deadline for returning feedback on the external examination papers since it is such a busy time of year. NZQA explained that the need to inform examiners of the collated responses prior to the following year's exams are written precludes an extended deadline.

If you have any items that you would like raised in this forum, please contact me at: s.ofner@rosehill-college.co.nz

Sheryll Ofner

APOLOGY RE COMMENTS ABOUT STUDENT MANAGEMENT SYSTEMS

8 November 2004

Ian
Ministry
PO
WELLINGTON

of
Box

Munro
Education
1666

Dear Ian

Student Management Systems

On behalf of the Executive of NASDAP, I would like to sincerely apologise for the incorrect information that was recently published in the Term IV newsletter

I understand and appreciate that on a personal and professional level, the comments that were published were misleading and blatantly wrong. I am aware that the Ministry of Education often hears comments and rumours from schools and where possible, does their best to trace the source and provide accurate information.

You have highlighted the need for the Executive to ensure that any comments made are scrutinised for accuracy. I agree with you, it was not acceptable for our organisation to make comments about vendors who cannot defend themselves.

Thank you for providing me with the general background of the Student Management Systems. This information certainly corrects the misleading impressions and some of the mistakes that were recorded in the newsletter. I will be emailing this information to all NASDAP schools and this letter and the information will be re-published in the Term I, 2005 newsletter.

Once again Ian, I sincerely apologise for this error. I look forward to meeting with you on Friday 11 March 2005 .

Yours

Annette
President, NASDAP

M

Taylor

sincerely
[Ms]

Student Management Systems accreditation – some facts

- The accreditation process had its origins after a series of consultative meetings beginning in 2001
- At these meetings the secondary representatives were emphatic that the solution to improved reliability and better quality in schools' experience of student management systems would not be found by the Ministry imposing one product for all
- The Minister agreed to a standards-based accreditation framework where business practice and software would have to meet minimum standards
- In 2003, 10 vendors were tested, one passed
- Both this year and last year all vendors were involved in three one-day workshops and were able to discuss and contribute to the standards as they were developed

- The standards were set by working groups including more non-Ministry than Ministry participants
- Virtually until applications were due, vendors were (still are) able to question and then receive written interpretation of any requirements that were not clearly understood by any individual vendor
- Vendors were fully informed of the assessment process – all agreed to it
- After results were released some vendors then questioned the process
- Vendors were given written, detailed feedback on all areas of weakness exposed in the accreditation testing
- The entire process was externally quality assured by Ernst & Young
- Ask any vendor what improvements have been made to their business management, support, software development practices and software quality – they will all give you the same answer – regardless of the outcome of the current round of accreditation, the changes imposed and lessons learned have been extremely valuable
- The required standards have been increased this year
- A new category called ‘future directions’ has been introduced, this will include vendors submitting samples of their source code
- The Ministry receives questions, comments (good and bad) and complaints from the sector about all student management systems – none is disproportionately represented.
- The vendors were told as early as January 2003 that post accreditation, the Ministry would work closely with a talented team of innovative developers – we are doing just that, however the size of the team has surprised everyone
- Five vendors have withdrawn from the market, leaving approximately 200 schools with unsupported software – the incentive funding pilot is targeted at these schools plus a small number of schools who have developed their own student management system based on a commercial database, and up to five clusters
- 13 vendors are in for this round of accreditation including four from Australia , two of whom are new to the New Zealand market
- Results are expected to be announced early in Term 2 2005
- All vendors are working very hard to achieve their best possible results

- All vendors have made significant improvements although it takes time for schools to see the effects and appreciate the changes
- The Student Management Systems project strategy is a public document and states that we are committed to a multi-vendor future
- More than 600 schools reported in their 1 March roll return that they did not use a student management system
- We are investigating the viability of a web hosted solution targeted particularly at such schools.
- The Ministry of Education would like to see all secondary schools using accredited systems by July 2006 – the Ministry believes that the benefits of quality accredited software will provide sufficient incentive for schools to move to accredited SMS software
- Other than for the incentive funding pilot, the level of assistance available to a school forced to change SMS because a vendor withdraws from the market has yet to be determined – the incentive funding pilot does not imply the same or similar assistance will be available.

**MINUTES
NASDAP EXECUTIVE MEETING
Friday 11 March 2005 9.00 am – 3.00 pm**

PRESENT:

Annette Taylor, Sheryll Ofner, Roy Fletcher, Lynette Parish, Ali Painter, Penny Prestidge, Phil Carmine and Joyce Whyman.

APOLOGIES:

Phil Keenan, Julia Scott

ELECTION	of	2005-2006	OFFICE	HOLDERS:
Nominations	for	President	Annette	Taylor
[Moved Sheryll Ofner, Seconded Roy Fletcher]			[Unanimous]	
Nominations	for	Vice-President	Sheryl	Ofner
[Moved Annette Taylor, Seconded Joyce Whyman]			[Unanimous]	
Nominations for Secretary		Nil		
Nominations	for	Treasurer	Annette	Taylor
[Moved Joyce Whyman, Seconded Roy Fletcher]			[Unanimous]	

Annette raised the issue of the co-option of a twelfth member of the Executive under the NASDAP Constitution. Lynlee Smith [Canterbury and Aoraki] would consider

the co-option onto the Executive, only if there is a unanimous decision. She would also consider continuing with the role of Secretary. Discussion ensued about the merit of this and it a motion was put onto the table :

That Executive co-opts Lynlee Smith under the constitution, to be the twelfth member of Executive.

[Moved Roy Fletcher, Seconded Sheryll Ofner]

[Unanimous]

MINUTES OF LAST MEETING:

There was discussion about the extent to which opinion of members should be recorded in the minutes. The reason this was raised was that after the meeting in Term IV, the meetings [which are very comprehensive] recorded the discussion about a presentation that some Executive members had attended about Student Management Systems. Some of the information that was reported was not entirely accurate and as a result, Annette as President had to defend NASDAP.

It was suggested that personal opinion should be recorded separately and distributed to Executive members along with the minutes.

A motion was put onto the table :

That the minutes of Executive meetings will record that a discussion about [the issue] has occurred and if there is concern raised, the President approach the person[s] concerned to seek further clarification.

[Moved Lynette Parish, Seconded Joyce Whyman]

[Unanimous]

TREASURERS REPORT:

The report for Term I, 2005 was tabled. The treasurer explained that the two term deposits are earning reasonable interest rates each three months.

The Treasurer proposed NO increase in the membership fee of \$100 per annum.

The Treasurer proposes to open a separate account for the \$12,000 Scholarship, that allows interest accumulation, but no penalty for withdrawals made.

The Treasurer asked that her report be accepted.

[Moved Annette Taylor, Seconded Joyce Whyman]

[Unanimous]

The Treasurer took this opportunity to ask that the Executive consider raising the seeding money that is given to bi-ennial conference organisers. The reason for this request was that West Coast, Nelson, Marlborough is a small region compared to others and they only have \$500 in the bank at present. There are 30 members [from all of the schools in this region] and the members of the 2007 bi-ennial conference committee are asking that NASDAP consider raising the seeding money from \$5000 to a figure they deem adequate.

Discussion ensued and a motion was put on the table :

That the seeding money from NASDAP Executive remains at \$5000.00, but that Executive has the authority to raise that up to a maximum of \$10,000 on provision of evidence of need form the conference committee.

[Moved Sheryll Ofner, Seconded Roy Fletcher]

[Unanimous]

CORRESPONDENCE INWARDS:

A letter has been received from Professor John O'Neill to accept the offer of being the Academic Advisor to the Scholarship Committee when deciding on the recipient.

A free 2006 NASDAP diary will be distributed later in the year. Annette circulated the front cover and first 3-4 pages that had been included in the 2005 diary for perusal. Annette to liaise directly with the firm in Christchurch , once the content has been decided.

A request from SPANZ was received, for NASDAP to advertise Associate Membership to SPANZ for \$55 + GST per annum. [The normal fee is \$225.00 + GST per annum.] There are currently seven AP's or DP's in New Zealand who are Associate Members of SPANZ. Discussion ensued and Annette was to go back to SPANZ and ask for clarification on:

1. Why the request has been made?
2. What benefits will Associate Membership provide?

Annette is to report back at the Term II Executive Meeting.

CORRESPONDENCE

Nil

OUT:

GENERAL BUSINESS:

NASDAP Scholarship

This will be advertised in the 21 March 2005 Education Gazette as well as in April and May editions.

Decisions about the two Executive members who will sit on the Scholarship Committee will be made after applications have been received and acknowledged. [Normally it would be the President and one other Executive Member.]

2005 NASDAP Bi-ennial Conference

There is a hold up with the electronic registrations. However, if this cannot be rectified soon, Tourism Rotorua will send out the registrations via the mail.

Key note speakers secured are:

- John Smyth [University of Texas , Educational Leadership]
- Jo Blasé [University of Georgia , Education Administration/Leadership]
- Anna van Hoof [Department of Education, Queensland speaking on New Basics]
- Nicola Meek and a Guardian of Secondary Futures Strategy
- Nigel Latta [Forensic Psychologist, Dunedin]
- Rt Hon. David Benson-Pope [Associate Minister of Education]
- Range of workshop presenters, including Auckland University and ASTLE.

The committee is currently working through the issue of consistency for payments made to presenters, in terms of transport, accommodation and fees paid.

The conference needs 400 delegates at \$400 per head [not including accommodation] to “break-even.”

Next NASDAP Executive Meeting

As per usual practice, the next Executive meeting will be held the day before the biennial conference. Therefore, it will be **TUESDAY 14 JUNE 2005 at 2 pm at LAKESIDE NOVOTEL**. One night’s accommodation [14 June 2005] will be covered by Executive funds.

Executive members are encouraged to contact the Lakeside Novotel [07 347 5991] to secure accommodation for this night.

Lynette and Ali stressed that other accommodation is plentiful; however, the conference is being held at the Lakeside Novotel and if you want to stay at the conference venue, please do this as soon as possible.

Term I Newsletter Items

The deadline for the Term I Newsletter is **midnight 23 March 2005** . This will make the delivery around 1 April 2005 . What the newsletter will contain:

1. The invoice for 2005 membership
2. The registration form for our database

Items for inclusion are:

1. Sheryll Ofner NZQA APDP Advisory Group/Scholarship
2. Roy Fletcher SPAC Report
3. Lynette Parish 2005 bi-ennial conference
4. Regional Reports From everyone

Guest Speaker, Ian Munro
(Senior Adviser, Student Management Systems, Ministry of Education)

Ian spoke to the Executive and his presentation was entitled *Student Management Systems Project*.

- The project was initiated in 2001.
- The proposal, signed off by the Minister, was to implement a standards-based assessment accreditation framework.
- At the end of round one (Dec 03) of the accreditation process, there was only one accredited provider, **Integris**.
- Leading up to the second round of accreditation five vendors withdrew from the market.
- An incentive funding pilot was set up for schools whose vendors had not applied for accreditation.
- All vendors currently in the market are working very hard to improve their business practices and software development methodology.
- Pupil Files 5 from Musac has not been put forward for accreditation.
- The testing process for roll returns and audit approval was interactive – meaning the vendor gets feedback and time to fix any problems.
- To be accredited, vendors must pass all categories. (Five business and eight software).
- The assessment of the second round of accreditation is well advanced and it is expected that a results summary will be available in a letter to principals on **2 May** and a results brochure will be enclosed with the **9 May** Education Gazette.
- It is predicted that four–six vendors should pass accreditation.
- The smaller size of some vendors’ business operation does not preclude a successful outcome to the accreditation process.
- The Ministry of Education has stated that they would like to have all secondary schools in New Zealand on an accredited system by July 2006.
- It is likely (but not guaranteed) that another round of incentive funding will be announced.
- Student Management Systems is currently considering a web-hosted solution targeted initially at small schools, later possibly for larger schools. It is likely that accredited vendors will invited to respond to a *request for proposal*.
- Student Management Systems is also supporting the change management to minimise the effect on schools if they are required to change/adopt new systems.
- Student Management Systems is also working on a number of other activities including *interoperability (data exchange)*, *early notification*, and best practice for *attendance and assessment* procedures

NCEA

The following is to be presented to NZQA APDP Advisory Group by Sheryll and Roy on 17 March 2005 ;

1. External Results Reporting – thank you for the early notification to schools of the external examination results.
2. Management of External Examinations – getting the papers to schools was done well.
3. Resourcing – this issue needs to be conveyed to NZQA. More resourcing is necessary to support highly motivated teachers to deliver high quality

assessment of standards.

4. Variability – concerns from year to year, subject by subject. What are you doing about it? There needs to be “accurate” information given to the public about variability. Schools should not be the people fronting into the public over concerns about variability.
5. Feedback on the external examinations – This happened far too early and it should be undertaken in a longer time frame. The due date should not be until the end of February at the earliest.

MEETING CLOSED at 3.00 pm

Next Meeting 14 June 2005 at 2.00 pm at Lakeside Novotel, Rotorua

FACTS and FALLACIES ABOUT STANDARDS-BASED ASSESSMENT

Warwick.B.Elley, Auckland

I recently received a copy of this article from my principal.

The author discusses some of the conceptual problems of standards-based assessment and he explains why it is suitable for some subjects but unsuitable for others. He analyses the results of the first two years and tries to understand how and why it is not working well in NCEA. He also offers some future scenarios for us to contemplate.

I have read it twice and I encourage all educators to obtain a copy. I am of the opinion that it highlights many of the issues that the education sector has in relation to some aspects of standards-based assessment.

Annette M Taylor

REPORTS FROM REGIONAL GROUPS

From the Hawke’s Bay Deputy and Assistant Principal’s Association.

DP’s and AP’s from around the region were fortunate to hear Andrea Needham outline the topical issue of workplace bullying at their term 4 2004 meeting.

Andrea presented a selection of the topics covered in her recent book “Workplace Bullying – the costly business secret.” Andrea shared some of her experiences including how to identify the bullies, explained some of their motives and who they often selected as their targets. Most of those present at the meeting could recognize many of the personality traits Andrea described and had seen how destructive the consequences of workplace bullying could be to staff moral and performance if left unchecked.

This term's meeting is scheduled for April 5 at the Mission Estate with Rosemary Hipkins, a senior researcher at NZCER as guest speaker. Rose is at the forefront of the research and debate on NCEA and has agreed to share some of her findings from the Learning Curves research project as well as looking at how other countries are dealing with similar assessment issues. Late registrations may still be possible.

Phil Carmine.

From the Otago Deputy and Assistant Principals
(Repeated from Term 4 2004 newsletter on request)

Mini Conference – 'Central Issues'
Cromwell 3-4 September, 2004.

In spite of weather which made for some interesting driving conditions from some areas, 40 DPs and APs from 26 schools in the Otago region gathered at Cromwell for the second mini conference at Cromwell.

A range of speakers both challenged and inspired us over the next one and a half days. We thank Don Lawson, Peter Gilchrist, Bill English and Richard Harrison for their presentations on Day One. We would also like to thank John Wallace from Chard Farm for attempting to teach the group the finer points of wine tasting during the conference dinner. The John Dunbar Memorial Lecture on Saturday morning was given by Robyn McLeod on the issue of gifted education and the development of thinking skills.

As always the opportunity to step outside of our schools, to talk with others involved in similar roles, to share concerns and ideas, was most valuable. It was good to greet those we had attended conferences with before and to meet those new to their roles. We look forward to the next mini conference in 2006.

Neil Garry, Chairperson of the Otago Association.

UPCOMING CONFERENCES

NASDAP Biennial Conference Rotorua 2005

Make sure you have 15 – 17 June 2005 pencilled in on your school calendar for next year so that you can take advantage of a wonderful professional development opportunity! *See draft registration formed later in newsletter.*

The Ministry will be represented by either Trevor Mallard or Howard Fancy and other keynote speakers will include leading educators from New Zealand, Australia and the United States.

The workshops will be wide ranging and covers topics to do with learning, management, assessment, curriculum, IT and trends in education.

If you have done research or are an expert in a particular area and would like to be considered as a workshop presenter, please contact Lynette Parish at ph@matamatacollege.school.nz

2007 NASDAP Biennial National Conference will be in Nelson

The dates will be Wednesday 22 August 2007 – Friday 24 August 2007 and it will be held at “The Rutherford.”

Some details will be announced at the 2005 Biennial Conference in Rotorua in 2005.



NASDAP CONFERENCE

15th – 17th June 2005

Debbie Wootton

Phone: 07 343 1732

Fax: 07 343 1740

Email: conferences@rdc.govt.nz

REGISTRATION **FORM**

DELEGATE DETAILS:

Name: Mr/Mrs/Miss/Ms _____

Number of attendees _____

Postal
Address _____

Phone: _____ Fax: _____

Email: _____

Personal Requirements: eg dietary,
disability _____

CONFERENCE REGISTRATION:

? Conference Registration 15th – 17th June

\$420.00 per person

? Conference Dinner 16th June

\$80.00 per person

ACCOMMODATION

(Please tick the accommodation required.)

? Royal Lakeside Novotel Single/Double/Twin \$1157.50
per night

? Lake Plaza Hotel Single/Double/Twin \$129.40
per night

? Monterey Motel Single Room \$70.00
per night

Double/Twin Room
\$80.00 per night

? Ambassador Thermal Motel Single/Double/Twin \$95.00 per
night

Check In Date _____ Check Out
Date _____



Type of room (eg
Single/Double/Twin) _____
_____ No.
Rooms _____



PRICE SUMMARY

(All prices include GST)

Conference Registration:
\$ _____

Conference Dinner: \$ _____

Accommodation (x no. of
nights) \$ _____

TOTAL

\$ _____

PAYMENT DETAILS

Payment is due upon registration.

? Cheque

Address to Tourism Rotorua, Private Bag 3007, Rotorua

? Direct Credit

Bank:	Bank Of New Zealand
Branch:	Cnr Fenton & Hinemoa Streets Rotorua
Account Name:	Tourism Rotorua
Account No.	020412 0399759 00
Reference:	NASDAP & your surname

OFFICE USE ONLY

Payment correct Delegate data entered Receipt sent Special
Requirements forwarded

Complete this form and fax to:

07 343 1740

