

Annual SASSPA Conference

Developing Dynamic Leaders

Wednesday 16 August 2017
Networking Cocktail Party

Thursday 17 August 2017
Conference and Annual General Meeting
Dinner with Entertainment

Friday 18 August 2017
Conference

Shangri-La Hotel
176 Cumberland Road
SYDNEY



REGISTRATION

Register on MyPL@Edu using **Event ID: DV03065**
Course Title: 2017 Annual SASSPA Conference

REGISTRATION CLOSES

Friday 28 July 2017

PAYMENT

Please refer to the attached Payment Instructions for LMBR and OASIS schools, and personal payments. Your school will not be direct debited. Payment must be received before registration can be confirmed.

Your Host
Andrew Klein

Growth Coaching
DEAKIN University

Keynote Speaker
Anh Do

DoE Presentations by
Audit Directorate
Records Management
Health and Safety
LMBR
Leadership and High Performance
Directorate

Registration Form and Tax Invoice

ABN 33 867 558 589

ANNUAL SASSPA CONFERENCE – 17 – 18 August 2017

Developing Dynamic Leaders

Please register on MyPL using **Event No: DV03065**, complete this Registration Form/Tax Invoice and forward it together with your payment to Tracy Tzanopoulos. Please see the attached payment instructions for processing of your payment. Your school will not be direct debited.

Title: _____ First Name: _____ Surname: _____

Workplace: _____

Email Address: _____@det.nsw.edu.au

Mobile Number: _____ School Phone Number: _____

REGISTRATION

- Please register on MyPL for the CONFERENCE ONLY.
- Tick the box below that applies to your registered attendance .
- Tick the box below if you wish to attend the Cocktail Party and/or Dinner in addition to the conference.
- Forward or email the Registration Form/Tax Invoice together with payment (as per the attached payment instructions), to Tracy Tzanopoulos, SASSPA NSW Treasurer.

I have registered under the membership below for the conference only.

- Members**
\$400.00 + \$40.00 GST = **\$440.00 – 2 day conference**
\$250.00 + \$25.00 GST = **\$275.00 – 1 day conference (LMBR Group 6 and 7 ONLY)**
- Non Members**
\$537.00 + \$53.00 GST = **\$590.00 – 2 day conference**
\$300.00 + \$30.00 GST = **\$330 – 1 day conference (LMBR Group 6 and 7 ONLY)**

I will be attending the dinner and understand that this cost is in addition to the conference.

- Cocktail Party** \$50.00 + \$5.00 GST = **\$55.00 (Please add to registration costs)**
- Dinner** \$100.00 + \$10.00 GST = **\$110 .00 (Please add to registration costs)**

Total cost of registration: \$ _____ being paid to SASSPA.

Registration fee includes: Coffee/tea on arrival, morning tea and lunch on both days, writing material, conference handouts and conference bag. Delegate's medical dietary and physical needs (if any): _____

REGISTRATION CONFIRMATION

Upon receipt of registration and payment a confirmation email will be forwarded to you from Tracy Tzanopoulos, NSW SASSPA Treasurer together with instructions for downloading the conference app.

TERMS AND CONDITIONS

- All accommodation costs, travel, relief and insurance remain the responsibility of conference delegates.
- SASSPA will not be held responsible for the theft or loss of any property or goods of conference delegates.
- SASSPA reserves the right to alter any arrangements, guest speakers or cancel the event.
- A full refund will be given to cancellations received by close of business, **Friday, 28 July 2017**. No refunds will be paid after this date. You may substitute a delegate of the same membership category with notice to the SASSPA NSW Treasurer, Tracy Tzanopoulos.

ANNUAL GENERAL MEETING (please indicate below)

- I will be attending the Annual General Meeting on Thursday 17 August 2017.
- I will not be attending the Annual General Meeting on Thursday 17 August 2017.

DELEGATE'S DECLARATION

I have read and understood the conference registration terms and conditions and declare that the information provided is correct and complete and that I have the approval of my Principal to attend this conference.

Delegate's Signature

____/____/2017



PAYMENT INSTRUCTIONS

SASSPA CONFERENCE 17-18 AUGUST 2017

Your school will not be direct debited. Upon receipt of your payment, you will receive an email confirming your registration. You will also receive instructions for downloading the conference app from SASSPA. Please allow 10 days for processing.

Please arrange payment via:

Oasis Schools: Forward a cheque and completed Registration Form/Tax Invoice to:
SASSPA
Tracy Tzanopoulos,
NSW Treasurer
Keira High School
Lysaght Street
FAIRY MEADOW NSW 2150

LMBR Schools: Process a Request for Prepayment form as payment must be paid in full prior to the Conference. **SASSPA Vendor No: 100014547**
Please be aware that processing of Purchase Orders can take up to 30 days before payment is made and SASSPA can confirm receipt of funds. This may affect your registration. We ask that you please complete a Request for Prepayment.
The completed registration form serves as a Tax Invoice. Please forward it to EdConnect noting the date of the conference on the back and email it to treasurer@sasspa.org.au in order that your payment can be identified.

Personal Payments: Direct Deposits can be made to SASSPA (NSW) Inc
Westpac: BSB 032 024 Account: 28 0875
Please reference the name as your deposit details and email the completed Registration Form/Tax Invoice to treasurer@sasspa.org.au in order that your payment can be identified.

Should you require clarification of this process please do not hesitate to contact the SASSPA NSW Treasurer, at treasurer@sasspa.org.au.



Conference Program

Thursday 17 August

- 8.00am Registration
- 8.15am Welcome by SASSPA
- 8.30am School Performance by Newtown Performing Arts High School
- 8.45am Official Opening
Mark Scott
Secretary
Department of Education
- 9.00am Growth Coaching
- 11.00am Sponsorship Presentation
- 11.15am Morning Tea
- 11.45am Growth Coaching ... continued
- 12.45pm Sponsorship Presentation
- 1.00pm Lunch
- 1.45pm Growth Coaching ... continued
- 3.00pm Conclusion of Day 1
- 3.45pm Annual General Meeting
Level 4, Room 409
- 4.00pm Conclusion of Annual General Meeting



Wednesday 16 August

Networking Cocktail Party
Level 36 – Altitude Restaurant
Shangri-La Hotel
6.00pm to 8.00pm

Friday 18 August

- 8.00am Registration
- 8.15am Welcome by SASSPA
- 8.30am Auditing in LMBR
Peter Hines
- 8.50am Records Management
Rob Wilkins and Jade McCool
- 9.10am Health and Safety
Stephanie West
- 9.30am Forum – Question and Answer
Auditing, Records Management
and Health and Safety
- 10.00am LMBR Presentation
Where are we now
- 10.45am Sponsorship Presentation
- 11.00am Morning Tea
- 11.30am DEAKIN University
- 12.30pm Leadership and High Performance
Directorate
Lynne DeGruchy
- 12.45pm Lunch
- 1.30pm Ahn Do
- 2.45pm Prize Draws per table
Sponsors Prize Draws
- 3.15pm Close of Conference
Trina Schmidt
Executive Director
Human Resources
- 3.30pm Conclusion of Conference

Thursday 17 August

Dinner and Dancing
Grand Ballroom
Shangri-La Hotel
6.00pm to 10.00pm