



ASSOCIATION MEMBER TRAINING

Information Sheet



Members please return this form as soon as possible but no later than **4 weeks** prior to event date

ASSOCIATION MEMBER TRAINING

Association Member Training will be held at New South Wales Nurses and Midwives' Association office at 50 O'Dea Avenue, Waterloo.

AM I A METROPOLITAN / NON-METROPOLITAN MEMBER?

If you reside **more than** 50 kilometres from the meeting venue, you are considered as a **non-metropolitan member**.

If you reside 50 kilometres or **less** from 50 O'Dea Avenue, Waterloo you are a **metropolitan member**.

However, should you have any concerns or queries regarding this qualification, please contact Member Organising, Administration on (02) 8595 1234.

To ensure your preferences are accommodated, members are asked to return requests for flights and accommodation as soon as possible.

FLIGHTS

NSWNMA has a '**best fare of the day**' policy. This means if a better fare is available **on another carrier at the similar time the lower fare option will be booked** for the required journey. Example, if you request a flight with Qantas and there is a lower fare at a similar time on Rex, the lower fare will be booked.

Please note: that cancellations and changes to flights incur added costs for the Association.

ACCOMMODATION

Accommodation is booked at **RYDGES Sydney Central, 28 Albion Street, Surry Hills.**

Check in time: 2pm; Check out time: 11am.

If nominating a member with whom you wish to share accommodation, please check that he/she is attending **Association Member Training** and is in agreement with this arrangement. If no booking form is received by the member you nominate to share with, another member will be allocated to the room.

On check in, members will be asked to provide their credit card for a pre-authorisation to cover any personal expenses

IMPORTANT: All metropolitan/non-metropolitan members who have requested a single room, single room supplement and/or request additional nights, will need to provide the Association with pre-payment. Credit card details need to be provided at the time of booking, please complete the credit card section on the booking form; cards will be charged, 14 days prior to training date.

Note: 2020 PEAK MONTHS: FEBRUARY, MARCH, OCTOBER & NOVEMBER

NON-METROPOLITAN MEMBERS – ACCOMMODATION

Accommodation is provided by the NSWNMA on a twin share basis and includes 2 x breakfasts per twin share, reasonable phone calls and parking.

NON-METROPOLITAN MEMBERS – SINGLE ROOM SUPPLEMENT

SINGLE ROOM ACCOMMODATION is available to non-metropolitan members by paying a room supplement of:

PEAK MONTHS \$112.50 per night OR **OFF PEAK MONTHS \$97.50** per night

The NSWNMA will pay the remaining half of the room cost, plus one (1) full buffet breakfast, reasonable phone calls and parking.

ADDITIONAL NIGHTS: Requests for additional nights other than nominated training dates will be at the Rydges Sydney Central best available rate.

METROPOLITAN MEMBERS – ACCOMMODATION

For metropolitan members who wish to reserve accommodation, the following charges apply for **TRAINING DATES:**

- Twin share, including full buffet breakfast, is **PEAK MONTHS \$132.50** or **OFF PEAK MONTHS \$117.50** per person per night;
- Single room, including full buffet breakfast, is **PEAK MONTHS \$245.00** or **OFF PEAK MONTHS \$215.00** per person per night.

TRAVEL AND ACCOMMODATION CHANGES OR CANCELLATIONS

- All travel and accommodation changes or cancellation must only be sent to the contact person on the bottom of this form.
- **Refunds will only be made if NSWNMA is refunded by Rydges Sydney Central.**
- Requests for flight changes or cancellations must be received by the NSWNMA at least **3 Business** days prior to departure.
- Not showing for a flight or a cancellation inside 48 hours of departure can result in loss of the cost of the airfare to NSWNMA.
- Not showing for accommodation or unfulfilled cancellation inside 14 days – NSWNMA pays for an empty single room and/or twin share room.

**IF YOU HAVE ANY QUERIES FOR ASSOCIATION MEMBER TRAINING PLEASE CONTACT
MEMBER ORGANISING, ADMINISTRATION ON:**

EMAIL: training@nswnma.asn.au **PHONE:** (02) 8595 1234 or 1300 367 962 **FAX:** (02) 9662 1414



ASSOCIATION MEMBER TRAINING

Registration Form



Members please return this form as soon as possible but no later than **4 weeks** prior to event date

1. REGISTRATION DETAILS

NAME: MEMBERSHIP NUMBER:

DIETARY REQUIREMENTS: vegetarian gluten free vegan other (please specify):

2. SELECT TRAINING DATE(S) please tick

- | | | |
|------------------------------------|---|---|
| BRANCH ESSENTIALS | <input type="checkbox"/> 18-19 March (registration closes 18/02/20) | <input type="checkbox"/> 22-23 April (registration closes 23/03/20) |
| | <input type="checkbox"/> 20-21 May (registration closes 20/04/20) | <input type="checkbox"/> 24-25 June (registration closes 25/05/20) |
| | <input type="checkbox"/> 15-16 July (registration closes 15/06/20) | <input type="checkbox"/> 16-17 September (registration closes 17/08/20) |
| | <input type="checkbox"/> 18-19 November (registration closes 19/11/20) | |
| WINNING AT WORK | <input type="checkbox"/> 19-20 February (registration closes 20/01/20) | <input type="checkbox"/> 6-7 May (registration closes 6/04/20) |
| | <input type="checkbox"/> 12-13 August (registration closes 13/07/20) | <input type="checkbox"/> 4-5 November (registration closes 5/10/20) |
| *DELEGATE SKILLS | <input type="checkbox"/> 17 March (registration closes 17/02/20) | <input type="checkbox"/> 19 May (registration closes 19/04/20) |
| | <input type="checkbox"/> 15 September (registration closes 14/08/20) | <input type="checkbox"/> 17 November (registration closes 16/10/20) |
| INDUSTRIAL RELATIONS BASICS | <input type="checkbox"/> 18-19 March (registration closes 18/02/20) | <input type="checkbox"/> 12-13 November (registration closes 12/10/20) |
| | <input type="checkbox"/> 22-23 September (registration closes 21/08/20) | <input type="checkbox"/> 2-3 December (registration closes 2/11/20) |

**All Delegate Skills Training: 10:00am – 4:00pm followed by Committee of Delegates Meeting.*

3. FLIGHTS please indicate AM or PM if you do not have specific times

PASSENGERS' FULL NAME AS PER PHOTO IDENTIFICATION: MR MRS MS

DEPARTURE CITY: DATE(S):

FLIGHT NUMBER: FLIGHT TIME:

RETURN CITY: DATE(S):

FLIGHT NUMBER: FLIGHT TIME:

Please note it is mandatory to supply a phone contact to the airline when booking a flight for the purpose of notifying you of disruptions to your flights.

MOBILE: or HOME:

Requests for flight changes or cancellations must be received by at least 3 BUSINESS DAYS PRIOR TO DEPARTURE

Not showing for a flight or cancellation inside 48 hours of departure can result in loss of the cost of the airfare to NSWNMA.

4. ACCOMMODATION - NON METROPOLITAN MEMBER ONLY

ACCOMMODATION DATE(S) REQUIRED: / / 2020 **PARKING IS REQUIRED** at the Rydges Sydney Central Hotel

TWIN SHARE: non-metropolitan – no charge on twin share basis
My preference is to share a twin room with: MEMBER NAME
If no form is received by from the member you nominate to share with, another member will be assigned to the room

SINGLE SUPPLEMENT: The single room supplement for non-metropolitan members for is \$112.50 per night to be pre-paid to NSWNMA.
For pre-payment, please complete section 6 on this form.

5. ACCOMMODATION - METROPOLITAN MEMBER ONLY

Yes, I am a metropolitan member and would like to pre-pay for a metropolitan room rate: **TWIN SHARE ROOM** OR **SINGLE ROOM**
For pre-payment, please complete section 6 on this form.

6. PRE-PAYMENT

Credit cards will be charged, close of travel 14 days prior to event

VISA MASTERCARD / / / EXPIRY /

NAME ON CARD: AMOUNT \$

7. CONFIRMATION

PLEASE NOTE: If you do not receive a confirmation letter please contact NSWNMA

I REQUEST CONFIRMATION BY: EMAIL FAX POST DETAILS: