



2018 BENCH & BAR DINNER REGISTRATION GUIDE

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REGISTRATION GUIDE

1. RSVP TYPE

Please select your RSVP type: Individual or Group.

RSVP

RSVP for 2018 Bench & Bar Dinner as an **Individual**

RSVP for 2018 Bench & Bar Dinner **as a Group**

Please add the names of the people who will be on the table/part of the group RSVP. If you do not yet know the names, please add the additional people using the abbreviation of your Chambers and a number or letter after each name. Final names for bookings are required by Friday, 20 April 2018.

Administrator (not attending)

Group Members

Group Size

First Name

Last Name

(Contact Person) **1**. *

If you are **not attending the event** and registering on behalf of an individual or group, please select the 'Administrator (not attending)' option. Enter Contact Details on the form to ensure all correspondence is sent to you.

RSVP

RSVP for 2018 Bench & Bar Dinner as an Individual

RSVP for 2018 Bench & Bar Dinner as a Group

Please add the names of the people who will be on the table/part of the group RSVP. If you do not yet know the names, please add the additional people using the abbreviation of your Chambers and a number or letter after each name. Final names for bookings are required by Friday, 20 April 2018.

Administrator (not attending)

Contact Person

Contact Details

First Name *

Last Name *

Chambers/Court *

Position

Email Address *

Phone

Group Members

Group Size

2

First Name Last Name

1. *

2. *

2. GROUP SIZE

Please select the total number of people in your group.

If you are attending, this number should include you. For example, if you are attending with 9 other people you will select a group size of 10.

Aim to select a guest that is unlikely to cancel as the Contact Person (first registrant) as all other attendees will be attached to this registrant. If they do cancel, please contact events@nswbar.asn.au before you cancel them online.

If you are an administrator, this total should not include yourself as it only counts the attendees.

If you are registering for an individual, you are the Contact Person.

3. REGISTRANT INFORMATION

Complete the registrant information as prompted.

Your Work Address is not required but allows you to have a inclusive tax invoice when completed.

REGISTRANT INFORMATION

Please complete the details of your primary registrant below using the email address you would like the confirmation to be sent to.

Contact Details

First Name *

Last Name *

Chambers/Court *

Email Address *

Work Address ⓘ

Address

City

State

Postcode

RSVP OPTION

Please select the member type for the registrant above.

| | |
|--------------------------------------|--------|
| <input type="radio"/> Member Over 5 | 210.00 |
| <input type="radio"/> Member Under 5 | 170.00 |

4. REGISTRATION OPTION

Please select a member type for every registrant:

- Member Over 5 includes any judicial member
- Member Under 5 includes Clerks

5. ADDITIONAL INFORMATION

a. DIETARY REQUIREMENTS

Please select whether each attendee has dietary requirements. If yes, please specify the requirements. If yes is selected, you will not be able to move onto the next page unless the requirements are completed.

b. SEATING REQUESTS

It is assumed that attendees who are registered as a group will be seated together unless otherwise specified. Seating preferences are accommodated as much as possible. It is expected that there will be over 650 people at the dinner and it may not be possible to accommodate all requests.

If dietary or seating requests are only known after you have completed your registration, you can modify your registration online up to the RSVP date, Friday 20 April 2018. After this time, please email events@nswbar.asn.au

ADDITIONAL INFORMATION

DIETARY REQUIREMENTS

Does the registrant above have any dietary requirements?

No
 Yes

If yes, please specify the requirements.

If yes, please specify the requirements.

SEATING REQUESTS

NOTE: It is assumed that ALL attendees registered together will be seated together unless it is specified that they should not be - there is no need to add this information below.

If you are registering and paying for yourself (or a group) and you and your group wish to sit with another person or group, please nominate your seating preference below (list those who you would like to sit with or the chambers). Preferences must be received by Friday, 20 April 2018. Every effort will be made to accommodate preferences but they cannot be guaranteed. Only enter it once per booking.
Tables are for 10 people.

Do you have any additional seating requests?

No
 Yes

Please nominate your additional seating requests.

Please nominate your additional seating requests.

6. REGISTRATION SUMMARY

The summary page will reflect the information you have provided so far.

If you are registering a group, you will need to complete the required information for all attendees, by selecting the 'Register' button next to each attendee until complete. **All attendees MUST have the 'Edit/View' button next to their name to have been properly registered.**

SUMMARY

Please complete and review the registration details below then click 'next' to continue.

| Contact | Status | Total Amount | |
|--------------------------------------|-----------------|--------------|---|
| John Smith | Completed | 210.00 | <input type="button" value="Edit/View"/> |
| Jane Smith | To Be Completed | 0.00 | <input type="button" value="Register"/> ← |
| Tom Little | To Be Completed | 0.00 | <input type="button" value="Register"/> |
| Total Amount (Paid by group contact) | | 210.00 | |

↑

If you realise you have made an error on the group as a whole, please click on 'Edit Group' and make the required changes.

You are able to check the information for each registrant by clicking the 'Edit/View' button for that attendee.

| | | | |
|---|------------------------------------|--------------|---------------------------|
| Tom Little | Completed | 170.00 | Edit/View |
| REGISTRANT INFORMATION Edit | | | |
| Contact Details Edit | | | |
| First Name | Tom | | |
| Last Name | Little | | |
| Chambers/Court | New South Wales Bar Association | | |
| RSVP OPTION Edit | | | |
| Member Under 5 | 1 | 170.00 | 170.00 |
| ADDITIONAL INFORMATION Edit | | | |
| DIETARY REQUIREMENTS Edit | | | |
| Does the registrant above have any dietary requirements? Edit | | | |
| Yes <input checked="" type="checkbox"/> | | | |
| If yes, please specify the requirements. Edit | | | |
| If yes, please specify the requirements. | Gluten Intolerant | | |
| SEATING REQUESTS Edit | | | |
| Do you have any additional seating requests? Edit | | | |
| Yes <input checked="" type="checkbox"/> | | | |
| Please nominate your additional seating requests. Edit | | | |
| Please nominate your additional seating requests. | Request to sit with Mr. Sam Jones. | | |
| | | Total | 170.00 |
| | | Includes tax | 15.45 |

7. SUBMIT PAYMENT

Once you have verified the information for the registration of an individual or group you will be required to submit payment for the registration.

The payment methods that will be accepted are PayPal (processed online), Credit Card (processed online), Cheque and EFT.

- **PAYPAL & CREDIT CARD** – payment is submitted online, so the registration is immediately confirmed. You can make a payment via PayPal even if you do not have an account, just follow the prompts on PayPal's page.
- **CHEQUE** – registration will be confirmed once we have received the cheque.
- **EFT** – registration is confirmed once payment is made. You can send the remittance advice to events@nswbar.asn.au or wait until we receive notification (usually the next business day).

Once you have selected your payment method – please submit your registration.

Please note that your registration is not confirmed until payment has been received by the NSW Bar Association.

PAYMENT

Please note: your RSVP is not confirmed until payment has been received. Seating is allocated on a first-in basis.

| | AUD |
|-----------------------|---------------|
| Registration Total | 590.00 |
| Includes tax | 53.63 |
| Amount Payable | 590.00 |

Payment Method

- PayPal
- Online credit card payment
- Cheque
made payable to the 'NSW Bar Association'
- EFT
BSB. 082 080 Account number. 509106596
Reference. confirmation number



8. CONFIRMATION

Once your registration has been submitted, a confirmation email will automatically be sent to you.

For RSVPs that are being submitted with an offline payment, you will receive the email confirming your details however for seating purposes, your registration will only be regarded as confirmed once payment has been received by NSW Bar Association.

If you lose your confirmation email, you are able to request another by contacting the Events department at events@nswbar.asn.au.

GUIDE TO MODIFYING YOUR REGISTRATION

In order to modify your registration, you will need the **email address** of the **Contact Person** and **confirmation number** for the booking. If you have the confirmation email, and select the link provided, you will be logged into your registration automatically.

If you do not know the confirmation number, it can be resent to the email address of the Contact Person.

To unregister an attendee, select 'Unregister' for the person you wish to unregister.

To change the names, the registration option (over5 or under 5), or additional information for any of your attendees select 'Edit/View'.

Continue through the process as per the initial booking. Upon finalising your changes, you will receive a new confirmation email.

Modified