

# Meeting Registration and Flight Booking Form

## Meeting Details

Meeting Name:

From Date:  To Date:

Requirement:  Registration Only  Flights & Registration

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Capacity: (select one)  Lead Agency Representative  Additional Agency Representative  
 Invited Presenter  Observer

## Personal Details

Title:  Mr  Mrs  Ms  Dr  Prof  Other

First Name:

Last Name:

Work Number:  Mobile Number:   
(mandatory if flight req)

Email:

Agency:

Position:

Special Dietary Requirements:

## Preferred Flight Itinerary (mandatory fields if flight is required / please use 24hr time format for flights)

Passport Name & Title:

Departure Date:  Time:  From:  To:

Return Date:  Time:  From:  To:

Checked Baggage:  Yes  No *Please indicate in the 'Special Instructions' field if you are entitled to funded accommodation (incl. dates).*

Special Instructions:

## Authorisation

**Attendee:** I confirm all details are true and correct and acknowledge the conditions of travel.

Signature  Date

**Manager:** I endorse this meeting registration/flight booking request and acknowledge the conditions of travel.

Name and Position:

Signature  Date

## How to complete the Meeting Registration and Flight Booking Form

### Meeting Details & Personal Details

- Complete all sections.

### Preferred Flight Itinerary

- Only complete if a flight booking is required.
- Please ensure the 'Passport Name & Title' is completed correctly as this will be used for booking flights.

### Authorisation

- A digital signature can be used.
- Alternatively, print sign and give the form to your manager for approval.

### Submitting the Form

- Email the completed form to [secretariat.nifs@anzpaa.org.au](mailto:secretariat.nifs@anzpaa.org.au) **SIX WEEKS** prior to the meeting date.
- If you require any assistance please call ANZPAA NIFS Secretariat on +61 3 9628 7272

## Conditions of Travel - Flight Bookings

The following conditions of travel apply to any flight booking requests:

- ANZPAA NIFS will generally cover the cost of flights if you meet any of the following criteria:
  - Chair of ANZPAA NIFS Group
  - Australia New Zealand Forensic Executive Committee (ANZFEC) Mentor
  - Received ANZPAA NIFS approval for a flight as a representative from an ANZFEC agency
  - ANZPAA NIFS Group Workshop attendee (where ANZFEC have approved flights)
  - Meeting/Workshop presenters (please contact ANZPAA NIFS to confirm eligibility)
- ANZPAA NIFS will endeavour to book flights as close to your preferred flight itinerary as possible. You will be contacted if this is not possible so that alternative dates/times can be discussed and agreed upon.
- Submitting your completed Meeting Registration and Flight Booking Form six weeks prior to the meeting date allows sufficient time to process bookings and take advantage of cheaper airfares in line with ANZPAA policy.
- You will be emailed a copy of your flight itinerary once the booking has been made with the relevant airline. Please review all details and contact [secretariat.nifs@anzpaa.org.au](mailto:secretariat.nifs@anzpaa.org.au) if there are any concerns/errors.
- Flights will be booked in accordance with the Victorian Whole-of-Government Contract with Corporate Travel Management (CTM) and the ANZPAA Travel and Accommodation Policy.

## Flight Cancellations / Changes to Bookings

- ANZPAA NIFS purchase non-refundable flights.
- Please note that any cancellations or changes to a booking will incur a cost to the person requesting the flight or their agency.
- This charge may include up to the full cost of the flight.