



COTMA Conference Wellington 2010



The Council of Tramway Museums of Australasia invites your booking for the 2010 Conference to be held in Wellington from Thursday 16 to Tuesday 21 September 2010. The 2010 Conference is hosted by the Wellington Tramway Museum.

Registration and Accommodation Booking Form

Conference Venue is Comfort/Quality Hotel Cuba St Wellington City
Website is <http://www.hotelwellington.co.nz/>

Conference Programme – can be viewed on the [COTMA website](#). The Partners Programme is also available on the website.

Closing Date for Bookings and Payments: Friday 06 August 2010

Late Conference Booking and Payment fee – Additional \$50 after 20 July 2010

Delegate OR Partner Details

A separate registration form for each delegate OR partner.

Name: First:Surname:.....

Address:.....

.....

Phone:.....FAX :..... Mobile/Cell:.....

Email:.....

Museum/Society representing:.....

Office Bearer? Yes / No If Yes, your position?.....

Accompanied by:.....

Preferred Name for your Conference ID Badge:.....

Enquiries: Any enquiries pertaining to booking individual sections of the programme, not allowed for on the Booking form, should be made direct to Bryce Pender email cotma2010@paradise.net.nz phone +64 (0) 21 220 2009 or +64 (0) 4 934 3068.

Getting to the Conference

We expect that Delegates will arrive in several waves making the most of either the pre conference tour or arriving on the various National/International Flights in the mid afternoon of Thursday 16 September.

For travel to and from the Wellington airport, Valley Flyer operate a service from outside the arrival area to Upper Hutt or Queensgate every 15 minutes till 9.30pm. View their web site at <http://www.valleyflyer.co.nz/about-us/airport-flyer.php>. The bus stops in Dixon St, at Cuba St. and it is just a short walk up Cuba Mall to the hotel. Taxis and shuttles also operate from Wellington Airport meeting all flights. If a pre-arranged taxi is wanted to meet any flight please advise Bryce cotma2010@paradise.net.nz.

From the Interislander Terminal shuttle and taxis also operate meeting each arrival. The Interisland Line operate a bus service but only as far as the Railway Station from there it is taxi, Go Wellington Bus (to Cuba St.) or shuttle.

Driving south just follow State Highway 1 till the end and then down Vivian St turning into Dunlop Tce 1st right after Cuba St traffic Lights.

Conference Fees and most Meals (excluding Accommodation)

All prices include GST and are in \$NZ. Please Tick appropriate boxes.*

* A formal Tax Invoice can be provided upon request.

Six Days (Thurs 16/09 to Tues 21/09) – per delegate \$590

Will your partner be registering for the Partners Programme? Yes / No

Attending alternative Partners Programme (includes Conference Dinner)

Six Days Fri 17/11 to Thurs 23/11) – per delegate \$300

Single Day Registration

Single day registration is limited to a maximum of three (3) individual days or a full Conference Registration must be taken out.

Thurs 16 Sept. (Welcome Function includes Dinner)	<input type="checkbox"/>	\$ 85
Fri 17 Sept (Workshop Sessions)	<input type="checkbox"/>	\$100
Sat 18 Sept (Workshop Sessions)	<input type="checkbox"/>	\$100
Sat 18 Sept (Conference Dinner)*	<input type="checkbox"/>	\$115
* Includes a three course meal, beverages, but excludes spirits.		
Sun 19 Sept (Kapiti Trip) (Includes lunch)	<input type="checkbox"/>	\$ 80
Mon 20 Sept (Workshop Sessions)	<input type="checkbox"/>	\$100
Tues 21 Sept (Trolleybus Trip).	<input type="checkbox"/>	\$ 75

Total Single Day/s Registration Fees \$.....

Accommodation - Room Only – telephone, breakfast or other extras, mini bar etc... at the occupants expense. Must be settled with Hotel prior to departure.

We have negotiated excellent prices per person per night (twin share) for accommodation. This can be extended for the five days prior and post the conference. As people will be staying for varying periods, please specify which nights you would like this accommodation for and your standard. There are two principle standards of accommodation.

All arrangements for in house accommodation are to be made via the registration forms and the convenor.

Please reserve a room for me for the following period:

INday/09/10; **OUT**day/09/10 - Total No. of nights.....

(Please note, the Conference hotel is fully booked for Wed 15/9 – COTMA preconference tour participants will be given suggestions for alternative hotels for the Wednesday evening.)

- Comfort Room Single/Double/Twin \$95 per room per night**
- Quality Double Room \$155 per room per night**
- Please do not book me any accommodation – I will make arrangements elsewhere.**

Accommodation not included in Conference Fees and to be settled upon departure.

**Note: Breakfast is not included in price and is \$18.50 (fully cooked).
If sharing a room the accommodation price will be approx half.**

Credit card details will be needed to secure the accommodation booking and we are only reserving a room for you. That is, you are not paying in advance for it and you may be charged the first night of accommodation if you don't turn up or cancel the day before. Bryce Pender will contact you once your booking has been processed to obtain your credit card number to forward to the hotel.

Room Sharing

Will you share a twin room? Yes / No

I / we ask to share a room with.....

I / we ask to **NOT** share a room with.....

Special Requests

Do you require vegetarian or special diet meals? Yes / No

Type of diet.....

Any other special requests (eg mobility).....

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Payment:

Delegates Fees \$.....

Partners Fees \$.....

Total Payment \$.....

Payment Methods

- New Zealand Cheques
- Money Order for \$NZD made payable to the **Wellington Tramway Museum**
- Australian Cheque paying in Australian Dollars please use an exchange rate of 0.75 to the dollar, we will deal with any fluctuations in the exchange rate during the conference and add \$4 to cover processing fees.
- Credit Card
- Or by Internet Banking. The account number is National Bank, Wellington Branch, **06 - 0501 - 0075414 – 01**

If paying by Internet Banking please place your surname in the reference field and scan/email the registration forms to Mike Boyton at treasurer@wellingtontrams.org.nz

Credit Card Details

Visa MasterCard

Card Holders Name:.....

Card Number:...../...../...../.....

Expiry Date:...../.....

Signed:.....

If Posting: Send form to:

**COTMA Conference, C/- WTM Treasurer, P O Box 342,
MOTUEKA 7143, New Zealand.**

All bookings will be acknowledge on receipt or shortly after by email if you give us an email or by post if you do not have an email address.