



# GRIP LEADERSHIP

## GRIP LEADING & TEACHING CONFERENCE

(Conference for Teachers and School Staff)

Dear Staff Member,

Thank you for registering an individual or group to attend the conference listed below. You will also find below the final details that will help the day run smoothly for everyone involved.

### CONFERENCE DETAILS

GRIP Leading & Teaching Conference – Melbourne  
Thursday 18<sup>th</sup> of June 2015

### VENUE AND PARKING

The conference is being held at Moonee Valley Racecourse. This is located on McPherson Street, Moonee Ponds. Parking is available in the Members and Centre Car Parks. Access to the Members Car Park is via McPherson Street, and access to the Centre Car Park is via Wilson Street. Moonee Valley Racecourse is also located within a 10 minute walk of the Moonee Ponds train station. Once you arrive at the venue please proceed to the Committee Room on level 4 and report to the registration table.

### START AND FINISH TIMES

Please arrive between 8.30am and 8.55am for a 9am start. The final session will conclude at 3.30pm. (Full program and session descriptions available at [www.gripleadership.com.au](http://www.gripleadership.com.au).)

### REGISTRATION

Your invoice will confirm how many places you have registered for this conference. Once you arrive at the venue please proceed to the registration table. You will not need paper tickets for this event.

### CATERING

Catering is included in your conference registration fee. If you have special dietary requirements please email this information to [registrations@gripleadership.com.au](mailto:registrations@gripleadership.com.au) at least 7 days prior to the conference. After this time, it is unlikely that special requirements can be accommodated.

### RESOURCES

A number of education leadership resources will be available for purchase on the day of the conference, for your convenience. These items can also be viewed on our website [www.gripleadership.com.au/resources](http://www.gripleadership.com.au/resources).



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### ACCOUNTS AND PAYMENT POLICY/TERMS

- Your booking is confirmed upon submission of your registration form.
- If you do not receive a tax invoice within 14 days please advise our registration staff immediately.
- Reductions to the number of attendees will gladly be permitted up to 14 days prior to the event, but not after this time.
- If you cancel in the last 14 days or do not attend, full payment for any outstanding amount is required.
- All changes to registrations must be made in writing via email to [registrations@gripleadership.com.au](mailto:registrations@gripleadership.com.au).
- Changes or cancellations over the phone including voice messages cannot be accepted.
- Prompt payment is requested (30 days from invoice date or the day of conference, whichever is sooner). If you reduce numbers or cancel prior to the 14 day deadline a refund cheque will be issued. The receipt of your invoice without immediate additional communication is acknowledgement that you accept this booking policy.

### PRIVACY

GRIP Leadership may take images and recordings at the conference that may be used for advertising purposes. For full details of our Privacy Policy please visit [www.gripleadership.com.au/privacy-policy](http://www.gripleadership.com.au/privacy-policy).

We are looking forward to seeing you for what promises to be a fantastic day. Please do not hesitate to contact us if you have any further enquiries.

Warm Regards,

Jenn Connaughton  
Conference Coordinator