



**Nursing in General Practice Forum
Pacific Bay Resort
Coffs Harbour NSW
28 and 29 August 2007**

Travel rules:

1. If flights permit participants will be expected to travel to the workshop on the morning of day one (Tuesday 28 August) and home in the afternoon of day two (Wednesday 29 August), or day three (Thursday 30 August) if staying on to attend the Immunisation Forum.
2. Flights will be booked in accordance with best fare of the day. (non refundable; non transferable; non changeable on the day of travel; changes permitted up until 24 hours prior to travel for a fee & fare difference).
3. Any fees associated with changes must be paid by the individual by credit card.
4. Only one night's accommodation per participant will be paid unless the participant requires additional nights due to distance or availability of travel.
5. Divisions will be invoiced for Wednesday 29 August accommodation costs for delegates staying on attend the Immunisation Program on Thursday 30 August.
6. Workshops will commence at 10.30am (10am registration) on day one (Tuesday 28 August). Workshops will conclude at 3.00pm on day two (29 August) and 3.00pm for the Immunisation Forum (30 August). These times have been selected to facilitate travel.
7. Divisions will be reimbursed by AGPN for all other travel costs (other than airfares) following the forum upon receipt of an invoice which sufficiently details the incurred expenses. Please direct all invoices to attention Mandy Bruce mbruce@agpn.com.au or fax 02 6228 0899 by no later than 31st October.
8. All flights are to be booked direct with **FCM Travel Solutions** Canberra – attention Donna Seivl: email donna.seivl@fcmtravel.com.au with travel requirements including:
 - name as per photo ID (very important)
 - Qantas/Virgin frequent flyer numbers
 - mobile phone number
 - email address
9. Deadline for flight bookings is Monday 30 April 2007.
10. The FCM booking code is - NIGP