



TOP EXECUTIVE (TOPEX) CONFERENCE: 2019

THEME: "TRANSFORMING FIJI: THE BUSINESS PERSPECTIVE"

**VENUE: PULLMAN NADI BAY RESORT & SPA FIJI, WAILOALOA,
NADI**

DATE: 26 & 27 JULY 2019

REGISTRATION & INFORMATION PACKAGE

1. Delegate Details

Full Name	
Salutation	
Shirt/Blouse Size	
Organisation	
Designation	
Spouse/Partner Name	
Spouse/Partner Name Shirt/Blouse Size	
Any special dietary requirement	
Email	
Phone contact	
Accommodation (Information Detail please refer to '4')	YES/NO (If Yes, please complete dates) Check In Date _____ Check Out Date _____

2. Conference Fee

- FCEF Member: \$1500.00 VIP
- Spouse/Partner of Member: \$750.00 VIP
- Non – FCEF Member: \$2000.00 VIP
- Spouse/Partner of Non-Member \$850.00 VIP

Note: the Conference Fee includes your participation, conference package, entertainment and all conference meals.

3. **Early Bird Registration & Payment**
 - For early bird registration, a 10% discount of the Conference Fee will be applied.
 - Register and pay by 24 May, 2019.

4. **Accommodation**
 - A Special TOPEX 2019 Accommodation is available at \$350.00 VIP (per night and is inclusive of breakfast for 2).
 - All bookings must be done through the FCEF Secretariat on 3313188 and emailed to: training@fcef.com.fj
Any additional costs incurred by the delegates will be charged to their room account.

5. **Payment details and Account Number**
 - Payments with completed registration forms must be delivered to FCEF, 42 Gorrie St, Suva,
 - For payment via Bank Transfer, the account name and account details to use are as follows: (*Fiji Commerce & Employers Federation, Westpac a/c no. 37194200*) Please ensure that your registration form is respectively emailed to training@fcef.com.fj .
 - **ALL payments must be made by Wednesday 10th July 2019.**

6. **Registration Deadline**
 - TOPEX 2019 Registration **closes on Wednesday 3rd July, 2019**

7. **Conditions:**
 - Registration forms will be accepted from organizations operating in Fiji.
 - Delegates will be expected to be either Chairman, Board of Directors, CEO's, or the Directors of Administration, Finance, Operations, Personnel, Marketing or those closely involved in their organisation strategic decision making process.

8. **Cancellation Policy**

TOPEX '2019 refunds of Conference Fees will be made on the following basis:

 - If advised prior to or on the 3/07/19 - 80% of Reg. fee.
 - If advised prior to or on the 10/07/19 - 50% of Reg. fee.
 - If advised on or after the 17/07/19 - 20% of Reg. fee

9. **Dress**
 - **Friday 26th July** - TOPEX Shirts (day)
Dinner Theme "Noble Banner Blue Fiji"
 - **Saturday 27th July** - Smart Business/Bula (day)
Dinner Theme "Breaking Barriers"

10. **Chief Guest & Key Note Speaker:**
 - The Honorable Prime Minister of Fiji
Rear Admiral (Retired) Ratu Josaia Voreqe Bainimarama

11. **All enquiries:**
Phone: 3313188 or Email: Mr. Waisea Vosa on training@fcef.com.fj