

Nursing in General Practice Forum
The Sebel Albert Park
Melbourne
17 and 18 February 2010



Travel rules

(for delegates being funded by AGPN to attend the NiGP Forum)

1. If flights permit, participants will be expected to travel to the workshop on the morning of day one (Wednesday 17 February) and home in the afternoon of day two (Thursday 18 February).
2. Flights will be booked in accordance with best fare of the day on all airlines (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. Additional accommodation nights must be approved by AGPN.
5. Opening plenary will commence at **10.20am (9.30am registration)** on day one (Wednesday 17 February). The Forum will **conclude at 4.00pm** on day two (Thursday 18 February). These times have been selected to facilitate travel.
6. Network Member Organisations (Divisions and SBOs) will be reimbursed by AGPN for all other travel costs (other than airfares) following the Forum upon the timely receipt of an invoice from the Network Member Organisation (i.e. not the individual delegate receipts) which sufficiently details the incurred expenses. Please direct all invoices to Emma Ryan, Events Support Coordinator, eryan@agpn.com.au or fax 02 6228 0899 by no later than **31 March 2010**.
7. All flights are to be booked direct with **FCM Travel Solutions** Canberra – attention Patrea Johnston, patrea.johnston@fcmtravel.com.au with travel requirements including:
 - name as per photo ID (very important)
 - Qantas/Virgin frequent flyer numbers
 - contact details: Division name, mobile phone number, email address etc
8. Deadline for flight bookings is **Monday 30 November 2009**.
9. The FCM booking code is **1831**.

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