

Ceba Conference 2008



Professional Development Registration Form Tax Invoice ABN 98 653 727 548

Please complete this booking form and forward it, together with your EFT advice or cheque payable to CEBA, as soon as possible. Registrations will close on **30th June, 2008**—registrations received after this date will incur an additional fee of \$100.

NAME: _____
POSITION: _____
COLLEGE/ORGANISATION: _____
ADDRESS: _____
 _____ **POSTCODE** _____
TELEPHONE: _____ **EMAIL:** _____

Conference costs include accommodation and all meals. All prices are gst-inclusive. Please tick one:

CEBA member delegate single accommodation	\$583.00	<input type="checkbox"/>
Double accommodation per couple CEBA delegate	\$858.00	<input type="checkbox"/>
Non-Ceba member delegate single accommodation	\$880.00	<input type="checkbox"/>
Double accommodation per couple non CEBA member	\$1,155.00	<input type="checkbox"/>
Accompanying person's name: _____		

For accompanying children sharing a room with parents (maximum of 2 adults and 2 children per room), breakfast and lunch are included—evening meals to be arranged by and at the expense of accompanying parents. Children under 4 years—no charge.

Children: Age 4—15 years	\$110 per child	<input type="checkbox"/>
Children: Age 16 years and over	\$143 per child	<input type="checkbox"/>
Name of accompanying child: _____	Age _____	
Name of accompanying child: _____	Age _____	
TOTAL (GST INCLUSIVE)		\$ _____

For further queries regarding family accommodation, please contact Patti O'Donnell on +613 5278 2155. Please indicate any dietary requirements:

PLEASE TURN OVERLEAF AND CHOOSE YOUR WORKSHOP SESSION!

Is this the first **CEBA Conference** you have attended? Yes No

Cancellation: Because of the terms of our agreement with '**Novotel Forest Resort Creswick**', we can only accept your cancellation of registration before **31st August 2008**. No refunds will apply after this date.

Additional Accommodation: If you require additional accommodation either before or after the Conference, please make your own arrangements directly with the venue. Phone: +613 5345 2526

Return this registration form to: Mr Adrian Fisher, CEBA Conference Treasurer, Our Lady of the Sacred Heart College, 111 Jasper Road, Bentleigh VIC 3204 * Fax No: 03 95639484 *Email: afisher@olsh.vic.edu.au

Bank Account Details if paying by EFT:

Account Name: CEBA BSB: 083 347 Account Number: 561299452

Catholic Education Business Administrators , Inc
2008 CONFERENCE
28—30 SEPTEMBER

Back to Basics
 Communicating in today's world

WORKSHOP SELECTIONS

This year the conference is providing delegates with the opportunity to select **two** workshop sessions. A brief summary of the workshops is shown below. The number of workshops to be held will depend upon demand, and so we ask that you **clearly nominate four preferences (using the numbers 1 to 4 to indicate priority)**.

	Group	Workshop	Your Selection	Partner Selection
A	Finance	The ABC's of accrual accounting An overview of the key elements of accrual accounting – why use it, how do we implement it, and what are the pitfalls? A great workshop for those recently converted, considering the move or simply looking for a refresher.		
B	Finance	Global fees – benefits and issues What do we mean by global fees, and what benefits can they offer our school and our families?		
C	Finance	Contractors – reviewing the outcomes A few years ago “contracting out” was all the go. This workshop looks at how we schools can evaluate these new arrangements, and what they are finding. The session will also consider new trends in outsourcing for schools.		
D	Facilities	Sharing our assets for maximum benefit What are the benefits (financial and non-financial) of opening up our facilities to the local community? What types of assets are suitable for such a program?		
E	Facilities	Green schools – where to next? Schools are often challenged to become greener. This workshop will consider current trends in greening, including an assessment of which changes offer the best financial returns.		
F	Facilities	Facilities Top Tech From door locks to video distribution – a brief look at five new technologies streamlining school operations.		
G	Staff	Staff Appraisals All you need to know about staff appraisals – before, during and after! Learn how to structure a program which is non-threatening but encourages peak performance.		
H	Lifestyle	Nutrition and exercise for the busy-ness manager Long days? Late night meetings? How to keep yourself in top shape for yourself, your family and your school		
I	Lifestyle	Dancing with the stars Glitz, glamour and amazing footwork – all things sure to be in short supply when you take the floor with our qualified instructor.		
J	Lifestyle	Tai Chi Mind, Body and Spirit are all exercised simultaneously by this one ancient Chinese Health Exercise. Come along and find some inner peace.		