



NOTICE TO ALL CONFERENCE ATTENDEES

Please ensure your name is spelt correctly on the 2010 Conference Attendees Sheet. This will be used for name badges. Please advise me if there is an error and I will change the master sheet.

All conference attendees will receive a folder on registration with a conference weekend programme, AGM agenda, table allocation for Saturday etc.

Dress Codes For Functions

- Friday Night – Dominie Drama World Cuisine Dinner –smart/casual
- John Herber Masquerade Ball – formal dress and come dressed for a ball – traditional or modern – anything goes, and don't forget your mask.

Masquerade Ball Wardrobe Hire - Daphne Abbott of North Shore Music Theatre will have dinner suits, shirts and bow ties available for hire, but you will need to bring your own shoes. You will need to advise your size before coming to the conference to ensure availability. The cost will be \$35 to cover dry cleaning. Please contact Daphne via email info@nsmt.org.nz Masquerade Masks - Diane Philip from John Herber will be selling masquerade masks at the John Herber trade stand on Friday night and during Saturday.

Please double check the accommodation list and make sure all your conference attendees are on the list and in the right rooms, with the right people. If your name is not on the list, I haven't booked accommodation for you. Please contact me rather than the hotel if something needs changing etc.

Late registrations will be accepted (\$275 pp) up until 1 March so please get your registrations to me asap. There will be no refunds as at 13 February. You can register for seminars and forums and the Masquerade Ball until 12 March.

Please remember if your society is not attending, use your proxy vote. Please note that as per the MTNZ Constitution your form needs to be with me BEFORE the AGM, indicating who is holding your proxy otherwise your vote is null and void – this is very important. You can advise me via fax 09 375 5901 or email kate@musical.org.nz (but please note that there needs to be a signed form attached) up until 8am on the day of the AGM (but preferably not on the day!!). I will distribute voting cards to the attending delegates and proxy holders via their conference folder which they will receive when they register in Auckland conference weekend. They will not be posted out with the conference papers.

The MTNZ office will be closed from Tuesday 16 March (evening) till Tuesday 23 March. During that time, if it is an urgent matter, you contact me on mobile 027-203-3899. I will be in a meeting all day Friday. I am also contactable via email kate@musical.org.nz

Societies should ensure that their Delegates are given this pack and that the Observers peruse the papers before the AGM. All the reports etc. are on plain white paper, so please feel free to make copies of the pack for the observers. I will email some of the content to observers who have provided me with an email address.

A number of the reports, agenda and other conference info will be posted onto the website around 18 February – www.musical.org.nz so your observers can check out the info on there if they have internet access and print the reports off there.

Seminars/Forums – we would appreciate it for seminar/forum room allocation and logistics, if you could please advise your seminar/forum choice prior to conference.

Don't forget to bring you showbills to conference. However, please don't bring library books etc. for me to take back to Wellie.

Please make sure someone checks your member listing in the MTNZ directory and also on the website and advise me of any changes. Please also fill in the production form enclosed as well for the website Show Calendar.

How to get to Rydges

From the Auckland Airport - 25 kilometres northwest: From the International airport turn left onto the George Bolt Memorial Drive which becomes the South Western Motorway. Turn Left at the Queenstown Road Interchange and then right onto Queenstown Road which becomes Pah Road. Continue on Pah Road which becomes Manukau Road and then turn left onto Alpers Avenue. From Alpers Avenue turn right onto Gillies Avenue and then left onto the Gillies Avenue on ramp which places you on the Southern Motorway heading north. Move into the second lane from the right which is the Nelson Street turn off. At the end of the motorway continue on straight ahead until you come to Victoria Street, turn right and the second road on the left is Federal Street. Rydges Auckland is on the corner of Federal Street and Kingston Street.

Map on line at <http://www.rydges.com/hotel/2/RZAUCK/Rydges-Auckland.htm>

Transport from the Airport to Rydges and Return - If you require transport to and from Auckland airport to Rydges and return on the Sunday, please make sure you fill in the Flight Information part of the registration form. Please note Zone One will not be organising transport for other than Friday and Sunday. There is a cost of \$15 per person each way for MTNZ Exclusive Conference bus transfers. Please make the most of this transport option – you will not get it any cheaper and there will be a meet and greet from Zone One and you will be transferred to the hotel directly from the airport. If you have not booked your flights, you can advise Kate Ghent, Administrator, by 1 March at the latest, of your flight times. At this stage we are looking at pickups from the airport of 10am, midday, 2pm, 4pm and will look at transfers before 10am and after 4pm if required; and the same for Sunday from Rydges to the airport. **If you do not pay for the bus transfer at the time of registration, you will need to ensure you have the correct change to give to the Zone One Representative on the bus as there will be no EFTpos or credit card facilities available.** You will receive a transport confirmation email by 1 March with details of pick up point, contact numbers etc.

Car Parking for conference guests is available at the adjacent Sky City car parking building (formally Wilson's) on opposite corner of Federal & Kingston Streets to the hotel. Pre Paid Exit Tickets can be purchased from reception for \$15.00 per exit ticket. This is usually \$30.00 per exit. So you can park on the Friday and leave on the Sunday and it will only cost \$15.00. We will also have parking available at the Sky City Convention Centre for \$18.00 for those of you only attending the Masquerade Ball. Please let Kate know if you will be requiring carparking and your ETA time and date.

And finally, a big thank you to Lyn Dorreen, Andrew Comrie, Michael Sanders, Angela at The Rydges, and the Zone One Conference team for all their hard work and to all our sponsors and corporate members who are making this conference possible.

On behalf of President - Ian Reid, Delwyn Smith the Zone One Representative, the rest of the Executive team and your hosts Zone One, we look forward to seeing you at Conference 2010 to celebrate 50 years of Musical Theatre NZ - Cheers – Kate