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| **Heat Plant Forum** **Thursday 14th September 2017 | Tait Technology Centre, 245 Wooldridge Rd, Christchurch** |

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| *The attendee information will be used in the Who’s Who guide provided to all attendees to assist networking – the document goes to print at 12noon on* ***Friday 8th September 2017*** |

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| **Attendee details (name and organisation will appear on name badge) return to** admin@bioenergy.org.nz |
| **Name of Attendee(s)** |  |
| **Organisation / company** |  |
| **E-mail address** |  |
| **Telephone number(s)** | **Phone:**  |  | **Mobile:**  |
| **Provide outline of your activities/interests in relation to heat plant (also include description of any heat plant) [ps This is a free opportunity for promotion of your products and services to other attendees]. Max ~200words** |
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| **What are you interested in finding out at the forum?** |
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| **Bioenergy Association AGM and Strategic Forum** | **5.30pm, Wednesday 13 Sept** |
| **5.30pm – venue to be advised** – The AGM will be followed by a Strategic Forum to discuss and agree the pathway for growing the sector. Non-members are welcome. A GoToMeeting link will be provided for those not able to attend in person. To assist with seating please indicate your attendance in the grey spaces below. |
| **NO** – I will not be attending |  |  | **YES** – I will attend **IN PERSON** |  |  | **YES –** I will attend **via GoToMeeting link** |  |

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| **Informal dinner**  | **7pm, Wednesday 13 Sept** |
| **7pm, Sudima Hotel Christchurch Airport –** Anetworking dinner for any attendees to the Forum will be held on the evening preceding the Forum. Use the table below to indicate your attendance. |

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| **Registration fee payment (GST inclusive)** |
| ***GST No. 81-345-218****This becomes a Tax Invoice when paid* | **BANZ SPECIAL DEAL:** Non-members can get combined membership & registration for just **$750** and save **$193!** |
| **Accommodation:** has been arranged at Sudima Hotel Christchurch Airport for a special Sudima Conference Rate for Superior Rooms of $171 per room, per night. A limited number of rooms are available at this rate. Contact Sudima Hotel directly at reservations@sudimachristchurch.co.nz or give them a call on 03-3583139 and quote *Bioenergy Association*. |
| **Status** | **Number of attendees** | **Type of Registration** | **Fee per person** | **Total** | **Payment option**  |
| **Credit card** | **Direct credit** |
| **BANZ member** |  | Early bird – **before 29 August** | $295  |  |  |  |
|  | Registration fee - **after 29 August** | $345  |  |  |  |
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| **Non member** |  | Early bird – **before 29 August** | $345  |  |  |  |
|  | Registration fee - **after 29 August** | $395  |  |  |  |
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| **Informal dinner** |  | Attending? Yes | No | $65 |  |  |  |
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| **Sponsor / EECA**  |  |  | $0 |  |  |  |
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| **Amount payable (GST inclusive)** |  |  |  |

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| **Payment options (please use your name as the reference)** |
| **Credit card:** We can accept most major credit cards. Email admin@bioenergy.org.nz to pay using this method | **Direct credit: Account No.:** 03-0510-0812287-00**Bank:** Westpac **Branch:** Cuba St **Swift Code:** WPAC NZ 2 W |
| **Cancellation policy*** Cancellations received up to 14 days prior to an event receive a full refund, less $100 admin charge.
* Cance**l**lations received less than 14 days and up to four days prior to the event will receive a 50% refund.
* No refund will be given for cancellations received within four days of an event.
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| So that we don’t just have talking heads at the forum we have scheduled an operator discussion session to assist the sharing of heat plant problems and solutions by all attendees. The operator discussion session will be based around the following three questions. You are encouraged to send your answers to the event organiser at admin@bioenergyorg.nz so that they can be **collated ahead** of the event and used to start the discussions. Bring a copy of the page below to the Forum to use as notes for your contribution when in the discussion groups. We will also use your notes below **(without names)** to provide a summary which will be provided to attendees.  |

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| **Forum Q1** |
| The three most important things that I have learnt about optimisation of plant operation are: |
| 1) 2)3) |

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| **Forum Q2** |
| My biggest success in optimising heat plant has been: |
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| **Forum Q3** |
| Areas I would like more information covered in future events. |
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