



# National Association of Woodworkers NZ Inc.

## SYMPOSIUM PLANNING guide – FEBRUARY 2008

### INTRODUCTION:

1. Organising an event like an NAW Symposium is immensely rewarding. While it involves months of work and meticulous planning, you deal with great people, and most organisers would do it again (and we do have “repeat offenders” already!). Those who have done it before will offer advice, and NAW Committee members will, likewise, assist on request. With the right group of people on the organising Committee, you can have a lot of fun as well.
2. Naturally, one of the worries is about not losing money. To allay that fear, the NAW offers a guarantee against loss, but in return the organising club/guild or clubs/guilds (“organiser”) must give proper recognition (as reflected in the forms attached to this Guide) to the NAW, must have the Symposium budget approved by the NAW Treasurer, must comply with the requirements or clear expectations of the NAW (in ***bolded italics*** below), and must share profits with the NAW 50-50.
3. Sample forms and other documents are provided at the end of this Guide. ***The content of the agreements is not to be altered (other than as to headings, amounts, dates and other such variable information) without prior written approval of the NAW Committee.***
4. Other than as noted in the last two paragraphs, these notes are merely a guide, intended to assist the organising committee. The list of Actions and Timeline below can be converted into a Symposium checklist and/or critical path. The forms and letters can be copied and reproduced, but do try to keep documents such as agreements and the demonstrator requirements form to just one side of an A4 page.
5. After each Symposium, please pass on to the NAW Committee recommendations for any modifications to this Guide.

ACTIONS AND TIMELINE		WHO TO DO	BY DATE	DONE
1.	<b><i>Obtain NAW Committee approval to host Symposium</i></b> (preferably about 20 months in advance).	Committee		
2.	Tentatively book suitable Symposium venue (.....) for dates (.....), and ascertain <b>all</b> costs (including room and hall hire, accommodation, meals, any audio-visual equipment on site, etc). <i>Note: If on site audio-visual equipment is not adequate investigate what is required and cost of hireage. Separate accommodation for demonstrators, or at least a lounge that is exclusively theirs, is preferable to give them the opportunity to relax away from "the masses."</i>	Committee		
3.	Appoint Committee members for specific tasks (some may be combined), such as chairman, secretary, treasurer, fund-raising, publicity, demonstrator liaison, registration registrar, equipment and materials, trade display co-ordinator, venue manager, accommodation manager. <i>Note: A small committee of around 5- 6 people will work well – others can be involved later, without needing to be on the Committee.</i>	Committee		
4.	Obtain costs for all expected expenses and prepare a budget (see sample budget below).	Treasurer		

5.	Obtain NAW Treasurer approval for the budget. <i>Note: This should come close to balancing based on realistic expectations of likely registrant numbers (around 150). There is no fixed time when this should be done, but essentially before any binding commitments are made.</i>	Treasurer		
6.	Commence fund-raising – a sample “begging” letter to accompany applications is set out below. <i>Note: Fund-raising takes longer than one might think (in part because applications may be rejected for non-compliance with funder requirements), so start early. Every \$1,000 helps so approach city and district council Creative Communities Scheme organisers from city and district councils in the region where the Symposium will be held, all “pokey” trusts both local and national, other community trusts and charities. If knocked back, re-submit, correcting any identified deficiencies in the application. Running raffles and seeking commercial sponsorship (offer naming rights) can also be successful (but commercial organisations may prefer to offer goods for raffles held before or during the Symposium).</i>	Fund-raiser		
7.	It is essential to have a separate bank account for the Symposium, and also a savings account to attract interest on money received well in advance of event, such as grants and registrations (the 2007 Symposium earned about \$1400 in interest).	Treasurer		
8.	It is probably desirable to be GST-registered, although there seems to be divided opinion as to whether it is actually legally necessary.	Treasurer		
9.	Select demonstrators. <i>Note: Aim for a mix of skills and techniques, basic and artistic, local, national and international, and for a mix of disciplines.</i>	Committee		
10.	Approach demonstrators ....., proposing a fee \$.....and payment of travel expenses. <i>Note: It is important that overseas and New Zealand demonstrators are treated alike (this is expected by the NAW), as otherwise resentment can arise. Overseas demonstrators may nominate fees which are far more than New Zealand can offer, so when approaching demonstrators it pays to be clear about the fees which will be offered. In 2007, assuming a maximum of 2 demonstrations per day, overseas demonstrators were offered \$600 per day at the Symposium, and New Zealand demonstrators \$300 per 105 minute demonstration, plus travel. Occasionally, “deals” can be done where a demonstrator is shared with other events or will come to New Zealand anyway, and many overseas demonstrators want to visit so will accept fees lower than those they can command overseas. You may need to tell demonstrators, honestly, that confirmation of their engagement may depend on fund-raising, but give them a date by which you will confirm, and then ensure you honour that commitment.</i>	Demonstrator liaison		
11.	Review budget again! <i>Note: This item recurs again and again – 24 were done between May 2006 and September 2007! Regular reviews ensure that fewer unexpected items will arise, and regular review also keeps the subject of all costs (in particular) and income “front of mind.”</i>	Committee		

12.	Decide if there will be any Symposium raffles and/or auction – if so, demonstrators and trade display people should be expected to supply items for the purpose, and local hardware stores and equipment suppliers/distributors should be approached to provide items.	Committee		
13.	Get demonstrator agreements (attached) signed and ask demonstrators to nominate the demonstrations they propose to offer. <i>Note: The NAW expects agreements to be signed in the form attached. Keep demonstrators regularly informed from the time they are confirmed to attend – there is nothing worse than having them in an information vacuum.</i>	Demonstrator liaison		
14.	Review budget again!	Committee		
15.	Commence publicity – organise a timeline to spread publicity over the year before the Symposium, with lead-in articles in <i>Creative Wood</i> about demonstrators and their work, and NAW through website information (contact the NAW webmaster to arrange this, including the format in which material is to be submitted). If the organiser has a website, use this to provide publicity. Ensure that you get material to <i>Creative Wood</i> within their deadlines for material. If you can do so, at least 6 months out try to get publicity to AAW magazine and to <i>Woodturning</i> magazine in UK.	Publicist		
16.	Review budget again!	Committee		
17.	Review the proposed demonstrations. Are there any apparent repetitions? Can a balanced and interesting programme be put together?	Committee		
18.	Confirm proposed demonstrations (or seek changes).	Demonstrator liaison		
19.	Review budget again!	Committee		
20.	Draft demonstration programme (sample full final version attached) – looking to avoid similar demonstrations being held at the same time, and presenting demonstrations in any order required by demonstrators, while ensuring demonstrators get required breaks.	Demonstrator liaison and Committee		
21.	Send demonstrators the form for them to complete about requirements for their demonstrations (sample attached).	Demonstrator liaison		
22.	Decide on Symposium clothing and bags, including ordering, pricing, and naming, and any logo/graphics. Having Symposium shirts with colour-coded names for demonstrators and Committee can be useful. <i>Note: Symposium merchandise such as event-logo caps, T/polo shirts, pens, thermo mugs, key rings, etc, can be useful money makers.</i>	Committee		
23.	Identify trade and wood trader displays, get trade display agreements (attached) signed. <i>Note: The NAW expects agreements to be signed in the form attached.</i> Plan where each trade display will be located (if morning and afternoon teas can be in the trades area this will help trades-people get value from their attendance).	Trade display co-ordinator		
24.	Decide whether registrants can bring items for display – and if so, whether there will be any competitive elements involved.	Committee		

25.	Prepare registration forms (2007 form attached – which worked well with very few people making "foul-ups"). Essential to have large spaces to write c/c numbers. (Ours were fine) In 2007 a significant number of registrants used credit cards to pay, but manual processing is time-consuming costly (over \$800 in 2007). Overseas registrants can always arrange payment without credit card facilities.	Registrar and Committee		
26.	Arrange for registration forms to be distributed in <i>Creative Wood</i> , and arrange for them to be made available through the NAW website.	Registrar		
27.	On receipt of completed registration form by Registrar, registrants should be sent a suitable acknowledgement with clear "driving directions" to get to venue together with map, order form for Symposium clothing, and local visitor promotional material (no partner "entertainment" arrangements were made in 2007, but some went on "tours" that they had been sent brochures for).	Registrar		
28.	Arrange for evening activities if no demonstrations.	Committee		
29.	Review budget again!	Committee		
30.	Finalise Symposium programme for demonstrators and registrants, keeping it to two sides of an A4 page (sample attached).	Committee		
31.	Prepare material information sheet (keeping it to two sides of an A4 page, including venue map), name tags, etc. for registrants to collect on registration (some freebies are also nice). ID labels for demonstrators, partners, gophers, security, traders, and Committee are needed, as well as those for participants ("colour-coded" for easy identification).	Committee		
32.	About a month before the Symposium, send registrants arriving by air etc, details of arrangements for their collection, including cost.	Registrar		
33.	Recruit all necessary helpers, drivers, gophers, security team, and provide necessary training.	Committee		
34.	Review health and safety issues at the venue, appoint people to deal with medical emergencies. Give advance notice to the Fire Brigade and St John's, with their contact numbers being included in the standing operation guidelines.	Committee		
35.	Organise an "official" Symposium photographer, and decide how photographs may be ordered by registrants.			
36.	Arrange for necessary signage providing directions around the venue.			
37.	Pack registrants' information packs/bags.			
38.	Arrange cash float and receipt book for any Symposium sales or public entry.	Treasurer		

39.	Set up venue – Demonstrator venues (including all necessary equipment, supplies and audio-visual equipment), Registration Desk (manned at least for half day before Symposium commencement and for first morning, then transferred to Information Desk), Information Desk (manned at least from 8am-5pm daily), tables to display registrants' work, raffle table, Trades Hall, etc, and check accommodation arrangements.			
40.	Have demonstrators met and taken to accommodation and to get their gear to demonstration venues.			
41.	Arrange to have any registrants requiring it met from transport.			
42.	<b>Try and enjoy the Symposium.</b> <i>Note: The Demonstrator liaison should check regularly with the demonstrators during the Symposium to ensure that any issues that arise are promptly dealt with.</i>			
43.	At the end of the Symposium: <ul style="list-style-type: none"> <li>▪ Have demonstrators taken to transport,</li> <li>▪ Have any registrants requiring it taken to transport, and</li> <li>▪ Have team clean up and remove all items brought into venue.</li> </ul>			
44.	Complete banking and pay all Symposium debts.	Treasurer		
45.	Finalise a set of Symposium accounts and <i>report to the NAW Treasurer, accounting for a half share of any profit..</i>	Treasurer		
46.	Report to sponsoring organising club/guild or clubs/guilds.	Committee		
47.	<i>Report to NAW Committee with any recommendations for future Symposia.</i>	Committee		

## Example of Symposium Budget (Hawke's Bay, as at April 2007 GST exclusive)

<b>INCOME</b>		
Attendance fees (Fees \$146, b&I \$165, b \$90)		
160 residential @ \$311	50,000	
10 Residential partners @ \$200	2,000	
10 local incl lunch and dinner @ \$231	2,300	54,300
		<u>54,300</u>
<b>EXPENDITURE</b>		
<b>Demonstrators' travel costs (return)</b>		
UK - NZ 2	6,000	
USA - NZ 2 - Shared with OZ half costs	2,500	
Australia - NZ 4	3,500	
Auckland - Napier 8	2,000	
Departure tax 8	200	
Tibbets (no fares but possible costs)	600	
NZ 7	2,700	
		17,500
<b>Demonstrators' fees</b>		
International 9 @ \$600 per day for 3 days	16,200	
NZ 7 @ \$300 for 5 demos	10,500	26,700
Demonstrators' accommodation		
4 couples+11singles=15units @ \$80 X 5 Nights		6,000
Demonstrators meals 18 @ \$30.67 X 3		1,650
Demonstrators' souvenir clothing		600
Total Demonstrators' costs		52,450
<b>Accommodation and food for attendees</b>		
170 residents' accommodation @ \$24.88 X 3 days	12,700	
170 residents' meals @ \$30.67 X 3	15,600	
10 locals' lunch/dinner @ \$30.67 X 3 days	900	29,200
<b>Operational expenses</b>		
Video hire 6 units @ \$730, 3 @ 905 (1 In hall)	7,095	
Video hire set up	900	
Dining marquee, chairs, tables etc 4 days	900	
Satchels for demonstrators & attendees	2,200	
Volunteer & Security staff meals 15 @ \$30 X 3	1,350	
Transport (minibus hireage)	500	
Administration (stationery, postage, tolls, advert)	1,500	
Security - Lindisfarne Sports Team	1,000	
Sundry and contingencies	400	15,845
<b>TOTAL EXPENDITURE</b>		97,495
LESS income		54,300
<b>DEFICIT</b>		43,195
<b>GRANTS</b>		
Infinity	29,950	
Pub Charity	2,000	
Lion	5,000	
Property Brokers	250	
E&C Community Trust	3,000	
Creative communities Napier	1,000	
Creative Communities Hastings	2,000	43,200
Surplus		5

# [Name of organising Guild or Club]

<u>President</u> [Name and contact details]	<u>Secretary</u> [Name and contact details]
--	--

[Date]

Manager  
[Name of Charity/Trust]  
[Address]

Dear [Sir/Madam],

Our Guild is planning a New Zealand International Woodskills Symposium to be held in Hastings in [month, year], organising the event on behalf of the National Association of Woodworkers New Zealand Inc. We are aiming to feature [number] professional overseas demonstrators in woodturning, [other crafts], as well as a similar number of New Zealand demonstrators in woodturning, [other crafts]. We hope to attract 150-200 primarily New Zealand attendees, with the venue being [specify] which offers excellent facilities both for demonstration venues and accommodation.

The Symposium aims to:

- Motivate and up-skill New Zealand woodworkers by exposing them to the ideas and techniques of the best of those working in their craft or art internationally, and thereby inspire and enable New Zealand woodworkers to further their craft or art for the benefit of New Zealand by assisting others to increase their skills, by producing more innovative New Zealand wood products,
- Showcase to top international demonstrators some of what New Zealand has to offer in the way of our native materials, culture and experience,
- Encourage the public of [region] to visit during the Symposium to learn to appreciate woodworking craft and art, and
- Through the end of the Symposium auction the work done at it plus items donated by our demonstrators to raise funds for a local charity (probably [specify]).

The Symposium organising committee comprises members of the [name] Guild [set out names and positions in organising guild/club and any other relevant details] . Most of the organising committee members have all had extensive experience in managing their own or other businesses and use this to best advantage in planning and decision-making.

I write as a member of the Symposium organising committee. [Briefly set out history of guild/club, its activities and achievements]. Some further information is detailed in the guild/club's history contained in the attachments.

Running the Symposium is expensive, and the ability of potential attendees to meet costs is limited. The best demonstrators are professionals who are travelling from the [specify overseas countries], and while travelling and demonstrating they are not earning incomes in their home workshops, and they therefore naturally ask to be paid for their time and travel. Most woodworkers who will be attracted to attend the Symposium are retired and on fixed incomes, and for the vast majority their woodworking is a satisfying hobby, and certainly not a business. This means that the costs that they can afford or are prepared to pay are limited. Furthermore, they inevitably compare the costs with similar events held overseas which usually attract government funding, particularly funding aimed at fostering art and craft activities. Our Australian friends simply cannot understand that such funding is not freely available here. The reality is that it is not. Central government funding is unavailable, but we are seeking grants as detailed in the application form.

We need to confirm with our demonstrators (many of whom are booked over a year in advance) whether we are able to afford to have them come to our Symposium, and they also need to be able to book their air tickets without delay. We have already tentatively confirmed with the intended overseas demonstrators that they will be invited if we can secure funding to enable us to meet the costs of having them attend.

If we do not achieve the necessary funding we will have to reduce costs, and the only practical alternative would be to cancel some of our international demonstrators' visits. This, in turn, would have the effect of reducing interest in attending the Symposium (particularly from Australians who might be expected to attend) with a corresponding reduction of income.

As detailed in the attached budget, we need to find the means to meet a funding shortfall of \$ [detail]. While we have raised \$[specify] in grants, if we can raise the full \$[specify] that would enable us to improve on the standard of what is offered to attendees and it may be possible to reduce attendance costs by a modest amount.

I mention a number of matters relating to the Application:

1. I have included two copies of the budget, with one version highlighting the types of expenditure that I understand from discussion with you are able to be funded by the Foundation (unlike, for instance, expenses paid to people overseas or meal costs). As discussed, we do not want to become involved in booking flights for demonstrators coming into the country as we do not want to have to deal with any problems that might arise associated with such bookings, so we would rather the overseas demonstrators made their own bookings with people they can deal with direct and that they should also deal with those people if arrangements have to be changed or if problems arise.
2. The guild/club's 2005-2006 accounts are enclosed, and I confirm that the guild/club does not have its books audited.
3. A copy of two competitive quotations for overseas airtravel from [specify], dated [date], and from [specify], dated [date], are enclosed. A comparison of the two quotations indicates the following:

<b>Demonstrators from</b>	<b>[first travel agent]</b>	<b>[second travel agent]</b>
3 from UK	\$3,514 x 3 = \$10,542	\$2,822 x 3 = \$8,466
1 from USA	\$3,815 x 1 = \$3,815	\$2,575 x 1 = \$2,575
2 from Sydney	\$963 x 2 = \$1,926	\$832 x 2 = \$1,664
2 from Brisbane	\$970 x 2 = \$1,940	\$843 x 2 = \$1,686
<b>Totals</b>	<b>\$18,223</b>	<b>\$14,391</b>

4. Competitive quotations for the overseas and New Zealand demonstrators are not available because each demonstrator has been chosen for that person's specific skill sets, abilities and reputations which are not replicated by alternative demonstrators. We have set a fee payable to all overseas demonstrators of \$600 per day, with a maximum of two demonstrations per day, totalling \$1,800 for the three days of the Symposium, and all have been or will be offered that amount. Most of the overseas demonstrators normally receive considerably more than that amount for demonstrations, but that is all we are prepared to pay and indications so far are that the offered figure is acceptable. Similarly, New Zealand demonstrators are being offered only a set fee of \$300 per demonstration with a maximum of two demonstrations per day.
5. Competitive quotations for the venue hire, accommodation and meals are not available because the venue chosen, [specify], has been chosen for the facilities it offers, and no similar facility is available, and any hotel or conference venue would charge far more than [specify]. A letter from the venue dated [date] is enclosed confirming costs [explain].
6. [Detail information about competitive quotations for costs, but if there is only one source explain that – usually funders require competitive quotations]
7. Internal New Zealand travel costs used in the budget have been based on a modest rate for mileage where a vehicle is used or Air New Zealand Flexifare prices obtained from the Air New Zealand website (and there is no realistic alternative airline from which costs could be obtained).
8. Other costs are for relatively small amounts and are based either on verbal costings (for instance, for satchels and mini-bus hire) or on estimates of cost where it is not practical to obtain quotations (for instance, for stationery, postage, tolls, advertising, etc).
9. Competitive quotations for security are not available as yet, and the budgeted figure is the estimated cost of using a community group known to the organisers, and any commercial security firm would charge well in excess of the budgeted figure.

I trust that the enclosed material meets all your requirements, but if not please let me know. If further information is required, please do not hesitate to contact me.

We hope that your [Charity/Trust] will give favourable consideration of this application.

Yours sincerely

[name]

(**Contact details:** [mail, email and phone])

	<h2 style="margin: 0;">National Association of Woodworkers NZ Inc.</h2> <h3 style="margin: 0;">[Year] Symposium Demonstrator Agreement</h3>
---	---

This agreement records what has been agreed between the Demonstrator named below and the **[Name of organising Guild or Club]** (incorporated under the [Charitable Trusts Act 1957/Incorporated Societies Act 1908]) as the Organisers of the National Association of Woodworkers NZ Inc (“NAW”) Symposium, being held in [city], New Zealand, on [dates]:

1. **Publicity:** No later than [date] the Demonstrator will provide the Organisers by email or website reference with quality photographs and other information for promotional purposes.
2. **Equipment:** No later than [date] the Demonstrator will provide the Organisers with a detailed list of what lathe, wood, power tools, and other equipment and supplies the Organisers are to provide, and the Organisers will use their best endeavours to meet such requirements. Otherwise the Demonstrator will be expected to bring necessary equipment and supplies.
3. **When attending:** The Demonstrator will:
  - (a) Demonstrate for rotations of 1 hour 45 minutes each, as scheduled by the Organisers, with up to two demonstration rotations followed by one rotation off and a maximum of 2 in any one day.
  - (b) Follow safe practices at all times and comply with the NAW's Health and Safety Policies (available through the website link <http://www.naw.org.nz/resources.htm>), and if there is any concern for the safety of people attending the Organisers will have the right to stop the demonstration,
  - (c) Treat all demonstration attendees and hosts with respect and avoid offensive conduct,
  - (d) Provide at least one item made by the Demonstrator for the Symposium raffle or auction at no cost, and in addition items made during Symposium demonstrations for the Symposium auction, and
  - (e) Collaborate with other demonstrators to make the [year] NAW Symposium a success.
4. **Videoing, photos, audio:** The NAW and the Organisers reserve the right to record demonstrations for projection at the time of the demonstration and/or for archive purposes, and attendees will be at liberty to take still but not video photographs.
5. **Exclusivity:** A month either side of the [year] NAW Symposium the Demonstrator must not have any other demonstrator bookings in the country (or for non-Australasian demonstrators in New Zealand or Australia) that have not been approved by the Organisers, because any such demonstrations would impact on [year] NAW Symposium economics and airfare costs.
6. **Tour arrangements:** Travel arrangements are to be confirmed between the Demonstrator and the Organisers, but to save costs the Demonstrator agrees to use the cheapest economy air travel and to being billeted and transported around by car. The Demonstrator will arrive no later than [date] and leave no earlier than the evening of [date].
7. **Confidentiality:** This agreement is confidential between the Demonstrator and the Organisers.
8. **Formalities:** This agreement may be confirmed by exchange of emails, faxes or signed copies. Any cancellation by either party must be by direct communication confirmed by exchange of emails, faxes or written advice no less than a calendar month before commencement of the demonstration timetable. Other than as a result of illness, accident or similar, cancellation within that month shall render the party responsible liable to pay compensation for up to 10% of the fee negotiated. In addition, the Demonstrator expressly acknowledges that all arrangements are subject to the Organisers right to cancel this agreement if they fail to obtain outside funding adequate to meet demonstrators' travel and remuneration and to obtain a minimum of [budgeted break-even number] registered attendees.

<b>DEMONSTRATOR:</b>	
<b>DEMONSTRATOR'S REMUNERATION:</b>	\$NZ300 per demonstration, plus reimbursement for air fares and transfers or vehicular transport and any other expenditure as agreed in advance.
<b>DEMONSTRATOR'S SIGNATURE:</b>	
<b>SIGNED FOR ORGANISERS:</b>	

	<h2 style="margin: 0;">National Association of Woodworkers NZ Inc.</h2> <h3 style="margin: 0;">[Year] Symposium Demonstrator Agreement</h3>
---	---

This agreement records what has been agreed between the Demonstrator named below and the **[Name of organising Guild or Club]** (incorporated under the [Charitable Trusts Act 1957/Incorporated Societies Act 1908]) as the Organisers of the National Association of Woodworkers NZ Inc (“NAW”) Symposium, being held in [city], New Zealand, on [dates]:

1. **Publicity:** No later than [date] the Demonstrator will provide the Organisers by email or website reference with photographs and other information for promotional purposes.
2. **Equipment:** No later than [date] the Demonstrator will provide the Organisers with a detailed list of what lathe, wood, power tools, and other equipment and supplies the Organisers are to provide, and the Organisers will use their best endeavours to meet such requirements. Otherwise the Demonstrator will be expected to bring necessary equipment and supplies.
3. **When attending:** The Demonstrator will:
  - (f) Demonstrate for rotations of 1 hour 45 minutes each, as scheduled by the Organisers, with a maximum of 2 in any one day.
  - (g) Follow safe practices at all times and comply with the NAW's Health and Safety Policies (available through the website link <http://www.naw.org.nz/resources.htm>), and if there is any concern for the safety of people attending the Organisers will have the right to stop the demonstration,
  - (h) Treat all demonstration attendees and hosts with respect and avoid offensive conduct,
  - (i) Provide at least one item made by the Demonstrator for the Symposium raffle or auction at no cost, and in addition items made during Symposium demonstrations for the Symposium auction, and
  - (j) Collaborate with other demonstrators to make the [year] NAW Symposium a success.
4. **Videoing, photos, audio:** The NAW and the Organisers reserve the right to record demonstrations for projection at the time of the demonstration and/or for archive purposes, and attendees will be at liberty to take still but not video photographs.
5. **Exclusivity:** A month either side of the [year] NAW Symposium the Demonstrator must not have any other demonstrator bookings in the country (or for non-Australasian demonstrators in New Zealand or Australia) that have not been approved by the Organisers, because any such demonstrations would impact on the [year] NAW Symposium economics and airfare costs. If the Organisers obtain [budgeted break-even number] paying attendee registrations they are likely to approve such demonstrator bookings after the [year] NAW Symposium.
6. **Tour arrangements:** Travel arrangements are to be confirmed between the Demonstrator and the Organisers, but to save costs the Demonstrator agrees to use the cheapest economy air travel and to being billeted and transported around by car. The Demonstrator will arrive no later than [date] and leave no earlier than the evening of [date].
7. **Confidentiality:** This agreement is confidential between the Demonstrator and the Organisers.
8. **Formalities:** This agreement may be confirmed by exchange of emails, faxes or signed copies. Any cancellation by either party must be by direct communication confirmed by exchange of emails, faxes or written advice no less than a calendar month before commencement of the demonstration timetable. Other than as a result of illness, accident or similar, cancellation within that month shall render the party responsible liable to pay compensation for up to 10% of the fee negotiated.

<b>DEMONSTRATOR:</b>	
<b>DEMONSTRATOR'S REMUNERATION:</b>	Following receipt of an invoice (to be paid by the end of the Symposium), \$NZ600 per day (total \$NZ1,800), plus reimbursement for air fare payments, airport transfers and any other expenditure as agreed in advance.
<b>DEMONSTRATOR'S SIGNATURE:</b>	
<b>SIGNED FOR ORGANISERS:</b>	

	<b>National Association of Woodworkers NZ Inc in association with the [Name of organising Guild or Club] [Year] Woodskills Symposium Demonstrator Requirements</b>	<i>Guild/Club logo</i>
---	--	------------------------

Demonstrators, please note that the Organisers will use their best endeavours to meet your requirements, and you will be advised whether or not all your requirements have been accommodated.

<b>DEMONSTRATOR:</b>					
<b>EQUIPMENT</b>	<b>DESCRIPTION, AND ANY SPECIFIC REQUESTS</b>				
<b>Lathe</b>					
<b>Chuck(s)</b>					
<b>Wood</b> (species, wet or dry, dimensions, etc)					
<b>Power tools</b>					
<b>Video</b>	Where possible, a video camera and monitor will be provided – please indicate if this is requested by the demonstrator	<b>Yes/No</b>			
<b>Other equipment</b>	▪				
	▪				
	▪				
	▪				
	▪				
	▪				
<b>Other supplies</b>	▪				
	▪				
	▪				
	▪				
	▪				
	▪				
<b>Other requirements</b>	▪				
	▪				
<b>ORGANISERS' USE ONLY</b>	All requirements met	✓ ✘	Demonstrator advised	✓ ✘	
	Demonstrator's allocated Demo room		Other notes		
	Demonstrator's accommodation				



National Association of Woodworkers NZ Inc in association with  
Hawke's Bay Woodturners Guild and Hawke's Bay Woodturning  
Education Trust



## New Zealand International Woodskills Symposium

Hastings, Hawke's Bay, New Zealand, 28, 29 and 30 September 2007

### REGISTRATION FORM

(Please PRINT clearly)

FIRST NAME:		SURNAME:	
POSTAL ADDRESS:			
TELEPHONE:		FAX:	
		EMAIL:	
NAME FOR ID BADGE:			CLUB/GUILD:

If you will have a partner/spouse with you who will not be attending the symposium but who would like accommodation and meals please give details:

FIRST NAME:		SURNAME:			
NAME FOR ID BADGE:					
If non-participants are interested in "sightseeing tours" please indicate (circle):			<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
Details and costs for "sightseeing tours" will be forwarded to those interested at a later date.					

- COSTS:**
- Note, all costs include GST, and full payment is due on registration.
  - As the NAW underwrites the Symposium, NAW members' registration costs are \$50 less than for registrants who are not NAW individual members or members of NAW clubs (for membership information, check <http://www.naw.org.nz/membership.htm>).
  - Late registrations received after 31 August 2007 (*extended date*) incur an additional \$30 charge per person

<b>Option A:</b>	<i>Residential:</i> Symposium fee, all meals & 3 nights' accommodation	@ \$350	\$	
	Non-NAW registrant	@ \$400		
<b>Option B:</b>	<i>Non-residential:</i> Symposium fee, 3 lunches & 3 dinners	@ \$260	\$	
	Non-NAW registrant	@ \$310		
<b>Option C:</b>	<i>Residential (partner/spouse):</i> All meals & 3 nights' accommodation	@ \$225	\$	
<b>Travelling by (circle):</b>	Car	Bus	Air	
	Plus, LATE PAYMENT FEE of \$30			\$
<b>Caravan/camper-van (circle):</b>	Yes	No	<b>TOTAL PAYABLE</b>	\$

**PAYMENT DETAILS:**

Cheques: should be made out to "Hawke's Bay Woodturning Education Trust"

Credit Card Payments:      MasterCard – Visa (delete one)    Expiry Date ...../.....

Name on card:												
Card No.												

Signature .....

**SEND TO: Eric Lamb, Symposium Registrar, 8 Yeo Place, Taradale, Napier, 4112**

**NOTE: Please retain a photocopy of this Registration Form once completed**

**Confirmation of your registration will be sent to you after receipt of payment in the form of a receipted tax invoice, together with other Symposium information. Please be aware that there may be delays in acknowledgment of your registration.**

#### SYMPOSIUM INFORMATION

<b>CONTACTS FOR FURTHER INFORMATION:</b>		
<b>Chairman:</b>	<b>Bevan Duff:</b> Phone and fax:: 06-8438978, Email: <a href="mailto:bm.jmduff@paradise.net.nz">bm.jmduff@paradise.net.nz</a>	
<b>Registrations &amp; finance:</b>	<b>Eric Lamb:</b> Phone 06-8442712, Email: <a href="mailto:e.r.lamb@paradise.net.nz">e.r.lamb@paradise.net.nz</a>	
<b>Accommodation:</b>	<b>Wal Drayton:</b> Phone 06-8366662, Email: <a href="mailto:w-drayton@xtra.co.nz">w-drayton@xtra.co.nz</a>	
<b>ESSENTIAL INFORMATION:</b>		
<ul style="list-style-type: none"> <li>▪ <b>WHEN:</b> <u>Thursday 27, Friday 28, Saturday 29, and Sunday 30 September 2007.</u> We anticipate that attendees will arrive during the day on the Thursday (the first official events being dinner on Thursday night and the opening of the Symposium) and will depart on Sunday afternoon (after the closing auction scheduled to end by 3.15pm, followed by afternoon tea). <u>Otherwise the daily demonstration programme runs from 8.30am to 5.30pm</u> on Friday and Saturday and from 8.30am to 12.30pm on Sunday, with evening plenary sessions after dinner on Friday and Saturday.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>WHERE:</b> Lindisfarne College, Pakowhai Rd, Hastings, Hawke's Bay, New Zealand.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>DEMONSTRATORS AND PROGRAMME:</b> At the time this form was finalised (late March) the demonstrators engaged were Jimmy Clewes, woodturner (UK), Sharon Doughtie, woodturner (USA), Roger Gifkins, box-maker (Aust), Teresa Gillbanks, scroll-sawer (NZ), Trevor Gillbanks, woodturner (NZ), Robbie Graham, woodturner (NZ), James Gregory, intarsia/marquetry (NZ), Alby Hall, woodturner (NZ), Patrick Kramer, woodturner (USA), Graeme McIntyre, woodturner (NZ), Don Powell, carver (Aust), Alan Sanson, scroll-sawer (NZ), Liz Scobie, artist (Aust), Neil Scobie, woodturner (Aust), Terry Scott, woodturner (NZ), Colin Simpson, woodturner (UK), Ken Thomas, woodturner (NZ), and Malcolm Tibbets, woodturner (USA). The organisers reserve the right to change this list. Attendees will be given a programme and can choose which demonstrations to attend but space will be limited in venues so they may not always be able to attend their chosen demonstrations. In most demonstration venues, quality video systems and projection will enhance demonstration visibility.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>WHAT TO EXPECT – RESIDENTIAL:</b> 3 nights accommodation (Thursday, Friday, Saturday), 3 meals each day starting with dinner on Thursday evening and finishing with lunch on Sunday, morning and afternoon teas, and best of all, the opportunity to see leading turners and woodcrafters from UK, USA, Australia and NZ all in one place!</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>WHAT TO EXPECT – NON-RESIDENTIAL:</b> As above with the exception of accommodation and breakfast. We expect non-residential attendees will be pleased with the opportunity to mix with others at meal times.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>WHAT TO EXPECT – PARTNER/SPOUSE:</b> 3 nights' accommodation as above, and 3 meals each day. Access to trade and static display area, but not to any demonstrations. Partners/spouses can arrange "sightseeing" tours with local tour operators.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>ACCOMMODATION:</b> Lindisfarne College is a leading boys' boarding school. Quality accommodation is offered in the students' quarters, and is a mix of single and shared rooms and cubicles with shared bathroom and toilet facilities. As all the accommodation is the same price, early registration will secure the best facilities! Please note that we anticipate that most attendees from outside the Bay will be living "on site." <b><i>Accommodation and meals will not be available at the College outside the Symposium time.</i></b> There are however many motels and restaurants in both Hastings and nearby Napier.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>SELF-CONTAINED CARAVANS OR CAMPER-VANS:</b> Self-contained caravans or camper-vans can park in a designated area on the College grounds (without power, but able to use shower and toilet facilities), with attendees' costs being the same as for those attendees "living in."</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>MEALS:</b> As detailed above, breakfast, morning tea, lunch, afternoon tea and dinner will be provided.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>PAYMENT AND REFUNDS:</b> Full payment of the registration fee is due on registration. <b><i>Cancellation prior to 31 July will incur a \$25 cancellation fee, and from 1 August cancellation will only be accepted if a replacement registration can be arranged and will incur a \$50 cancellation fee.</i></b></li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>SYMPOSIUM CLOTHING:</b> With your registration acknowledgement you will be sent a form enabling you to order a quality souvenir Symposium poloshirt and cap. Please complete and return order forms promptly.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>LOCATION:</b> The College is a few hundred metres from Stortford Lodge, a small shopping centre, and 2km from the Hastings City centre. Check out <a href="http://www.hawkesbaynz.com/">http://www.hawkesbaynz.com/</a> for more information about Hawke's Bay.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>ACCESS – AIR:</b> Reasonably frequent flights arrive at Hawke's Bay Airport daily from Auckland, Wellington and Christchurch. The airport is situated on the northern boundary of Napier, some 20 minutes away from the College. Transport will be arranged for attendees arriving and departing by air (at a nominal charge). Organisers will need to be advised of flight details.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>ACCESS – ROAD:</b> The College is close to the Hawke's Bay arterial road system and is easy to access. Directions will be sent with registration confirmation. There are also daily bus services from Wellington and Auckland and towns in between.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>SHUTTLE SERVICE:</b> If transport is required from and back to the Hawke's Bay airport or Hastings bus depot the Registrar must be advised by 15 September to enable arrangements to be made – see Eric Lamb's contact details above. Short waits may be required at the airport if passengers from several flights are being met.</li> </ul>		

- **ALCOHOL:** College policy does not permit alcohol to be sold on-site. It may be consumed in moderation in the dining and social areas, but must **NOT** be consumed in the sleeping accommodation.
- **TELEPHONE:** The College telephones are not available for inwards or outwards calls by attendees. There will be a mobile phone available on-site for emergency outwards calls by attendees.
- **ATM AVAILABILITY:** There is no ATM on site, but the ANZ and National Banks have sites a few hundred metres away at Stortford Lodge and other banks have sites in Hastings City centre.

	<b>National Association of Woodworkers NZ Inc in association with the [Name of organising Guild or Club] [Year] Woodskills Symposium Trade Display Agreement_</b>	<i>Guild/Club logo</i>
---	---	------------------------

This agreement records what has been agreed between the Trader named below and the **[Name of organising Guild or Club]** (incorporated under the [Charitable Trusts Act 1957/Incorporated Societies Act 1908]) as the Organisers of the National Association of Woodworkers NZ Inc (“NAW”) Symposium, being held in [city], New Zealand, on [dates]:

1. **Trade display space:** The Organisers will provide to the Trader at the Symposium display space equivalent in length to three trestle tables and approximately one trestle table deep, and the Trader will:
  - (k) Provide to the Organisers product or vouchers to a minimum retail value of \$100 including GST for use at the Organisers’ discretion (probably for a Symposium raffle), and
  - (l) If more display space is required will advise the Organisers who will attempt to accommodate the request but may charge for the same at a rate to be negotiated.
2. **Equipment:** The Trader will provide all necessary display tables, boards and the like, but if the Organisers can do so they will assist in providing any tables and chairs available from the College as long as there is no cost to the Organisers. Electric power (single phase) will be available, but the Trader will need to supply all leads, power boards and special lighting.
3. **Trade display:** The Trader:
  - (m) Will accept the display space and positioning as allocated by the Organisers,
  - (n) Will arrive and set up the Trader’s display by 5pm on [date], will maintain the display until 2pm on [date], and will vacate the display hall by 6pm on [date].
  - (o) Will follow safe practices at all times and comply with the NAW’s Health and Safety Policies (available through the website link <http://www.naw.org.nz/resources.htm>), and if there is any concern for the safety of people attending the Organisers will have the right to stop the Trader’s activity,
  - (p) While the display hall is open to Symposium attendees, other traders and the public (8.15am – 6pm), will ensure that the display is manned and will look after the security of the Trader’s display,
  - (q) Accepts that the Organisers do not accept any liability for any losses the Trader may suffer howsoever caused associated with the Trader’s display at the Symposium,
  - (r) Will treat all Symposium demonstrators, attendees, other traders and hosts with respect and avoid offensive conduct, and
  - (s) Will collaborate with other Traders and demonstrators to make the [year] NAW Symposium a success.
4. **Accommodation and meals:** The Trader will pay for accommodation and meals booked as noted below.
5. **Confidentiality:** This agreement is confidential between the Trader and the Organisers.
6. **Formalities:** This agreement may be confirmed by exchange of emails, faxes or signed copies. Any cancellation by either party must be by direct communication confirmed by exchange of emails, faxes or written advice no less than a calendar month before commencement of the demonstration timetable.

<b>TRADER:</b>		
<b>ON-SITE ACCOMMODATION AND ALL MEALS</b> (Thursday dinner to Sunday lunch) @ \$[amount]:	<b>Yes/No</b>	
<b>ALL MEALS</b> (Thursday dinner to Sunday lunch) only @ \$[amount]:	<b>Yes/No</b>	
<b>TRADE DISPLAY SPACE REQUIRED:</b>		
<b>TRADER’S SIGNATURE:</b>		
<b>TRADE DISPLAY SPACE ALLOCATED:</b>		
<b>SIGNED FOR ORGANISERS:</b>		

	<b>National Association of Woodworkers NZ Inc in association with the Hawke's Bay Woodturners Guild and the Hawke's Bay Woodturning Education Trust</b> <b>2007 Woodskills Symposium Programme</b>	
---	---	---

**NOTES** (also see the General Information sheet in your Symposium Satchel):

- Fill in your choices of demonstrations on this programme – demonstration locations are on the College layout in your Symposium Satchel.
- Demonstrations will start on time, without prior announcements, and attendees are requested to be seated no later than 5 minutes prior to the start of each demonstration.
- To give all attendees the best (and fairest) opportunity to view demonstrations, class sizes are restricted to the number of seats provided in each venue.
- Reservation of seating is not allowed, and a seat without someone actually sitting on it will be treated as vacant!
- Please co-operate with the directions of the “gofer” assisting at each demonstration.

Time	Thursday	
8.00 – 5.30	Set-up	
6.00 – 7.00	DINNER	
7.30 – 8.30	Opening (Assembly Hall)	

Time	Friday								
7.00 – 8.15	BREAKFAST								
Rooms	M1	M2	Block I	M4	M5	Intermediate KK Block	Media Studies KK Block	Workshop H	
8.30 – 10.15 Rotation #1	DON POWELL <i>Basics of woodcarving</i>	ALBY HALL <i>Hollow form decoration</i>	ROBBIE GRAHAM <i>Bowls carved with an Arbortech</i>	SHARON DOUGHTIE <i>Drop boxes</i>	PAT KRAMER <i>Flower vessels</i>	KEN THOMAS <i>Spindle turning for dummies</i>	MALCOLM TIBBETTS <i>Basic segmented turning</i>		
10.15 – 10.45	FRIDAY MORNING TEA								
10.45 – 12.30 Rotation #2	LIZ SCOBIE <i>Colour &amp; design</i>	ALAN SANSON <i>Scrollsaw techniques</i>	JIMMY CLEWES <i>Oriental box</i>	GRAEME McINTYRE <i>Thin wall bowls &amp; piercing</i>	TERRY SCOTT <i>Back to basics</i>	NEIL SCOBIE <i>Inside out seed pods</i>	COLIN SIMPSON <i>Wood conversion</i>	ROGER GIFKINS <i>Sliding lid box</i>	
12.30 – 1.30	FRIDAY LUNCH								
1.30 – 3.15 Rotation #3	LIZ SCOBIE <i>Colour &amp; design</i>	ALBY HALL <i>Hollow form decoration</i>	ROBBIE GRAHAM <i>Leaf bowl form</i>	SHARON DOUGHTIE <i>Branding &amp; burning tips</i>	PAT KRAMER <i>Embellishing flower vessels</i>	KEN THOMAS <i>Copy spindle work</i>	MALCOLM TIBBETTS <i>Segmenting with No Math and No Mitres</i>	ROGER GIFKINS <i>Hinged jewellery box</i>	
3.15 – 3.45	FRIDAY AFTERNOON TEA								
3.45 – 5.30 Rotation #4	DON POWELL <i>Texturing figures</i>	ALAN SANSON <i>Scrollsaw techniques</i>	JIMMY CLEWES <i>Arabic box</i>	GRAEME McINTYRE <i>Thin wall bowls &amp; piercing</i>	TERRY SCOTT <i>Platter decoration</i>	NEIL SCOBIE <i>Inside out seed pods</i>	COLIN SIMPSON <i>Enhancing your work</i>		
6.00 – 7.00	FRIDAY DINNER								
7.30 – 9.00	Plenary sessions (to be advised)								
Time	Saturday								
7.00 – 8.15	BREAKFAST								
Rooms	M1	M2	Block I	M4	M5	Intermediate	Media	Workshop	

						<b>KK Block</b>	<b>Studies KK Block</b>	<b>p H</b>
<b>8.30 – 10.15</b> Rotation #5	DON POWELL <i>Carving the face</i>	ALBY HALL <i>Mosaic over hollow forms</i>	ROBBIE GRAHAM <i>Leaf bowl form</i>	SHARON DOUGHTIE <i>Drop boxes</i>	PAT KRAMER <i>About sanding</i>	KEN THOMAS <i>Split spindle &amp; barley twist</i>	MALCOLM TIBBETTS <i>Advanced segmented turning</i>	
<b>10.15 – 10.45</b>	SATURDAY MORNING TEA							
<b>10.45 – 12.30</b> Rotation #6	LIZ SCOBIE <i>Decorating with paint</i>	ALAN SANSON <i>Scrollsaw techniques</i>	JIMMY CLEWES <i>Long stem goblet</i>	GRAEME McINTYRE <i>Project for small lathe</i>	TERRY SCOTT <i>Out of balance</i>	NEIL SCOBIE <i>Offset turning techniques</i>	COLIN SIMPSON <i>Little boxes</i>	ROGER GIFKINS <i>Daydream box</i>
<b>12.30 – 1.30</b>	SATURDAY LUNCH							
<b>1.30 – 3.15</b> Rotation #7	LIZ SCOBIE <i>Decorating with paint</i>	ALBY HALL <i>Mosaic over hollow forms</i>	ROBBIE GRAHAM <i>Something with a twist</i>	SHARON DOUGHTIE <i>Branding &amp; making burning tips</i>	PAT KRAMER <i>Flower vessels</i>	KEN THOMAS <i>Copy spindle work</i>	MALCOLM TIBBETTS <i>Advanced segmented turning</i>	ROGER GIFKINS <i>Sliding lid box</i>
<b>3.15 – 3.45</b>	SATURDAY AFTERNOON TEA							
<b>3.45 – 5.30</b> Rotation #8	DON POWELL <i>Hand held carving</i>	ALAN SANSON <i>Scrollsaw techniques</i>	JIMMY CLEWES <i>Coloured platter</i>	GRAEME McINTYRE <i>Project for small lathe</i>	TERRY SCOTT <i>Turning a Midas bowl</i>	NEIL SCOBIE <i>Offset turning techniques</i>	COLIN SIMPSON <i>Project from branchwood</i>	
<b>6.00 – 7.00</b>	DINNER							
<b>7.30 – 9.00</b>	Plenary sessions (to be advised)							

Time	Sunday								
	BREAKFAST								
Rooms	M1	M2	Block I	M4	M5	Intermediate KK Block	Media Studies KK Block	Workshop H	
<b>8.30 – 10.15</b> Rotation #9	LIZ SCOBIE <i>Painted platters</i>	ALBY HALL <i>Mosaic over hollow forms</i>	ROBBIE GRAHAM <i>Something with a twist</i>	SHARON DOUGHTIE <i>Embellished bowls</i>	TERRY SCOTT <i>Terry's signature wings</i>	NEIL SCOBIE <i>Nautilus bowl</i>	MALCOLM TIBBETTS <i>Segmented sculpture</i>	ROGER GIFKINS <i>Hinged jewellery box</i>	
<b>10.15 – 10.45</b>	SUNDAY MORNING TEA								
<b>10.45 – 12.30</b> Rotation #10	DON POWELL <i>Texturing figures</i>	ALAN SANSON <i>Cutting other materials</i>	JIMMY CLEWES <i>Long stem goblet</i>	GRAEME McINTYRE <i>Thin wall bowls &amp; piercing</i>	PAT KRAMER <i>Embellishing flower vessels</i>	NEIL SCOBIE <i>Nautilus bowl</i>	COLIN SIMPSON <i>Enhancing your work</i>	ROGER GIFKINS <i>Daydream box</i>	
<b>12.30 – 1.30</b>	SUNDAY LUNCH								
<b>1.30 – 2.30</b>	Auction and closure (venue to be advised)								
<b>2.30 – 3.00</b>	SUNDAY AFTERNOON TEA								
<b>3.00 – 5.00</b>	Pack-up and vacate Lindisfarne College by 5pm								