

DEFENCE RESERVES ASSOCIATION 2017 NATIONAL CONFERENCE AND ANNUAL GENERAL MEETING ADMINISTRATION INSTRUCTION

Introduction

1. The Defence Reserves Association (DRA) 2017 National Conference will be conducted on Saturday 19 August 2017 at the Comfort Inn Airport International, 57-73 Yass Road, Queanbeyan. The DRA Annual General meeting (AGM) will be held on Sunday 20 August 2017 at the same venue.

Aim

2. The aim of this Instruction is to detail administrative requirements for conference delegates, invited guests and presenters to the National Conference and AGM.

Conference Overview

3. **Theme.** The theme for the National Conference, “**Reserve Forces – Opportunity to Improve Capability**” builds upon previous conference themes and aims to examine the ability for each Service in improving the capability of the ADF.

4. **Conduct.** The National Conference and AGM will be conducted in three phases:

- a. **Phase One: 18 August 2017.** DRA National Executive and Branch delegates will meet between 1930-2130.
- b. **Phase Two: 19 August 2017.** The National Conference will be held in the William Farrer Room, commencing at 0830h and concluding around 1700h. This will be followed by a tri-service all ranks mixed formal dinner from 1900h.
- c. **Phase Three: 20 August 2017.** DRA National and State representatives will meet for the 2017 AGM at 0930-1200h. Agenda items are to be forwarded to the National Secretary, MAJ Bedggood (Email: ebedggood@bigpond.com) no later than 8 August 2017 who will issue the Agenda by 15 August 2017, with hard copy available on the day.

5. **Conference Program.** The Conference program will be finalised as presenters confirm their attendance and conference topics. The program will be available on the DRA website, as well as in hard copy at the Comfort Inn Airport International prior to commencement of the Conference.

6. The Conference will be addressed by a panel of distinguished speakers including Government and Opposition Defence speakers, Senior Officers of the ADF and leading Defence commentators.

7. **Conference Key Personnel.** DRA personnel responsible for co-ordination of the National Conference are:

- a. Conference Secretary – WO1 Warren Barnes, 0409 909 439 or Email: warren.barnes@defence.gov.au
- b. National President – MAJGEN Paul Irving, 0412 284 550 or Email: paul.kaaren@gmail.com

8. **Attendance.** To assist with the planning and conduct of the Conference, please complete the ‘**Conference Registration Form**’ (attached) and email it to the Conference Secretary, WO1 Barnes.

9. **Accounts.** Conference attendance and the formal dinner cost should be paid prior to arrival. Accommodation, other meals and sundries including the purchase of drinks during the formal dinner will be at attendees’ cost.

10. **Travel and transport.** Travel to and from the conference is the responsibility of individual delegates, presenters and visitors. Transport from Canberra Airport can be via taxi, Comfort Inn Airport International shuttle bus or via DRA NSW Branch members' vehicles.

11. The Comfort Inn Airport International is located about 10 minutes from the airport. Free car parking is available.

12. **Accommodation.** The Comfort Inn Airport International offers very reasonably priced accommodation at \$119 for a room with a queen bed plus continental breakfast and \$139 for a shared bed (queen bed and single bed) plus continental breakfast. Book direct on (02) 6128 0300 or Email: functions@airportinternational.com.au - quote "DRA Conference".

13. **Conference Presentations.** The National Conference is being held at a civilian facility and there is no access to the DRN. Conference presentations should be emailed to WO1 Barnes on warren.barnes@defence.gov.au by 14 August 2017 who will pre-load presentations onto the conference computer. Presenters are also requested to bring a USB with their presentation to the Conference that will be printed subsequently in the *Australian Reservist* and the DRA website.

14. **Conference Commencement.** All attendees are to be seated in the William Farrer Room by 0830h for the opening address. Registration will be conducted outside the William Farrer Room.

15. **Tri-Service All Ranks Mixed Formal Dinner.** The dinner will be held in the Auditorium at 1900h. All delegates and their partners are invited to attend. There will be an opportunity for delegates to change after the conference prior to the commencement of the dinner.

16. **Dress.**

- a. **Conference.** Service Dress, coat and tie (or female equivalent).
- b. **Formal Dinner.** Mess Dress (Winter), dinner suit, or lounge suite with tie (or female equivalent) with miniatures.

Conclusion.

17. The National Conference provides an excellent opportunity for serving and retired Regular and Reserve members, and members of the public to be briefed on key current and emerging national issues that affect the ADF Reserves, to raise questions with politicians and senior Defence officials on Reserve issues and to mix with colleagues.

Paul Irving

Major General (Retd)

National President

Defence Reserves Association

15 June 2017

Distribution:

All Presenters

DRA – NATIONAL, NSW, NT, QLD, VIC, SA, TAS, WA

Attachment:

DRA National Conference Registration Form

DRA NATIONAL CONFERENCE REGISTRATION FORM
19 August 2017 – Comfort Inn Airport International, Queanbeyan
(NB: Please register no later than Friday, 11 August 2017)

Rank / Title	
Initials	
Surname	
Post Nominals	
Preferred First Name	
Phone Number	
Email Address	

CONFERENCE OPTIONS *(Please indicate options)*

		Cost
SATURDAY, 19 August 2017		
Conference & Tri Service All Ranks Mixed Formal Dinner at the Comfort Inn Airport International	Yes / No	\$100.00
Conference but NOT attending Formal Dinner	Yes / No	\$ 60.00
Formal Dinner ONLY <u>per person</u> - Partners and/or guests are welcome.	Yes/No	\$ 50.00
Partner's/guest's name: -.....	Yes/No	\$ 50.00

PAYMENT OPTIONS

Direct Debit (Preferred Option)	Australian Military Bank BSB: 642-170 Account Number: 749705 Insert Conference &/or Dinner in 'Description Section' Please insert Rank and Surname in 'Name section'
Cheque	Defence Reserves Association - Notate name/s on back of cheque

SPECIAL REQUIREMENTS

Dietary requirements (please list)	Vegetarian Gluten intolerant
Other requirements	

Please mail/email Registration Form, with your cheque or EFT details to:

WO1 Warren Barnes: Conference Secretary: Email: warren.barnes@defence.gov.au
 ADDRESS: PO Box 1065, Singleton NSW 2330