



# Va'a (Outrigger) World Sprint Championships

Calgary, Canada, August 2012





Marinna Millanta-Lowry  
c/- Nga Kaihoe O Aotearoa Incorporated  
New Zealand

09 February 2012

---

### Request for Travel Arrangements to Calgary, Va'a World Sprint Championships

---

Dear Marinna

Thank you for inviting Orbit Corporate Travel, Wellington to put forward a travel proposal for the upcoming travel arrangements to the 2012, Va'a World Sprint Championships in Calgary.

It is my pleasure to provide the below Travel Recommendation and quotation for the upcoming trip based on current availability.

Please do not hesitate to contact me if you have any questions, or if there is any further information you may require, thanks Marinna.

Yours sincerely

*Kristie Campbell*

Kristie Campbell  
International Groups Consultant  
Orbit Travel Wellington  
0800 496 3288 (outside of Wellington)  
DD – 04 496 3288  
Fax – 04 494 6133  
[kristiec@orbit.co.nz](mailto:kristiec@orbit.co.nz)



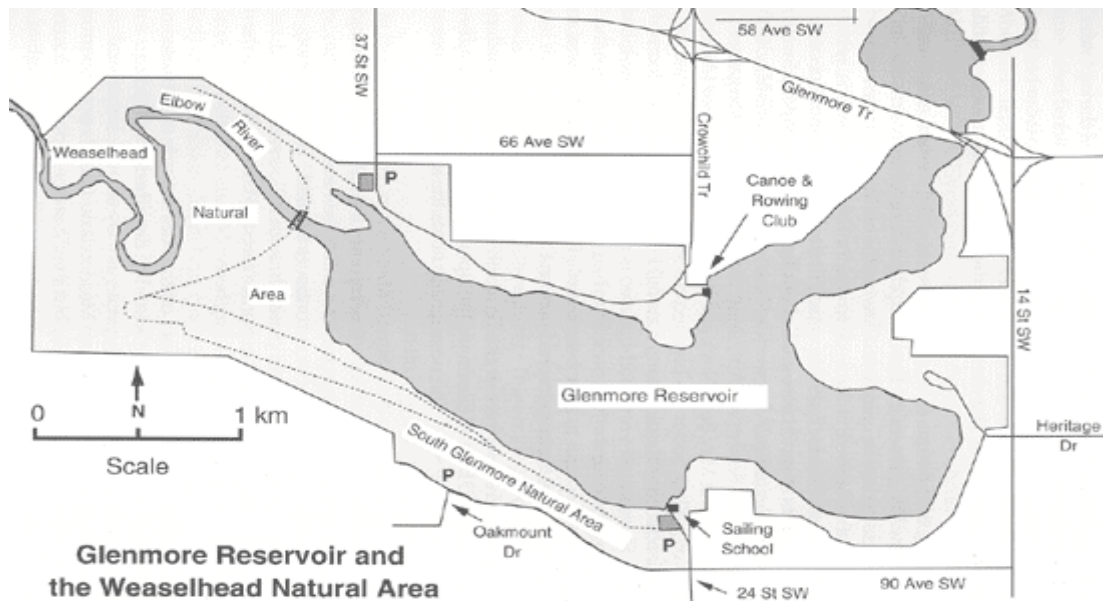
## CONTENTS

	<b>Page</b>
Points for Discussion	4
Company Experience	5
Airfare Option One – Air New Zealand	6
Air New Zealand Option One Proposed Timeline	7
Air New Zealand Option One – Terms and Conditions	8
Airfare Option Two – Air Canada	9
Air Canada Option Two Proposed Timeline	10
Air Canada Option Two – Terms and Conditions	11
Airfare Option Three – Qantas Airways shortlife Special	12
Qantas Airways Option Three – Proposed Timeline & Terms and Conditions	13
Accommodation Option One – Mount Royal University	14
Accommodation Option Two – Sandman Hotel & Suites Calgary South	15
Accommodation Option Three – Super 8 Motel Calgary/Shawnessy	16
Airport Transfer Option & Stopover Package Options	17
Stopover Package Options continued	18
Travel Insurance & Important Information	19
General Calgary Information	20
Online Registration	21
Travel Management	22
Visa Information	25
Contact us	27



## POINTS FOR DISCUSSION

- 1) Marina it is my understanding many travel companies eg Flight Centre, STA travel are holding quite a few seats for various Waka Ama teams so it has been a struggle to get further seats from some of the airlines but we have managed to get a few – highlighted in the options below.
- 2) Because there are a number of options below, I have decided to provide itemised costings and timelines for all flight and accommodation options below as opposed to full package pricing. I understand some teams may have committed to flights already but may not have committed to any land arrangements so in this case Orbit may still be able to help some other teams.
- 3) Accommodation in Calgary at this stage still appears to be wide open with many teams still not committed at this stage. I would like to highlight that some properties are now getting a lot of enquires so I wouldn't leave the accommodation too long.
- 4) If there is anything I have missed or would like me to amend in this document, please advise and I will amend as soon as I can.





## COMPANY EXPERIENCE - WHY ORBIT?

Orbit can offer your team group travel at the best possible price. We have 25 years experience in the travel industry and use our knowledge to provide recommendations and advice to ensure your travel arrangements are trouble free.

Orbit is part of the House of Travel Group (New Zealand's largest privately owned travel company). Our national coverage and international contacts mean we can obtain the most competitive rates with airlines, accommodation providers and tour operators to ensure you get the best value.

Our previous experience with Waka Ama includes:

- **World Championships in Noumea in 2010** – we looked after the travel arrangements for over 300 representatives from New Zealand.
- **World Championships in Sacramento, USA in 2008** – we looked after the travel arrangements for 196 competitors and officials from New Zealand.

**\*We know your teams\***  
**\*We understand your needs\***  
**\*We want to help\***

We look forward to assisting your team and supporters with their travel arrangements to Calgary for the 2012 World Sprints and Orbit will:

- Provide great service, knowledge and advice to Team Managers to ensure all travellers are well informed and prepared for their trip.
- Provide full travel services including flights, accommodation, transfers and insurance.
- Set realistic deadlines and payment options.
- Work with you to maximize savings on your group travel.
- Provide seamless travel arrangements.
- Provide After-hours Emergency Assistance.
- Help with sponsorship and fundraising ideas.
- Provide an online registration booking process for your teams.
- Provide rooming lists, transfer lists and flight arrival/departure information to Team Managers.



## AIRFARE OPTION ONE: AIR NEW ZEALAND

### SUGGESTED FLIGHT ITINERARY:

Currently I am holding 30 seats on the following flights with Air NZ Groups.

**NB: 15 seats have been used for a team who have now confirmed and deposited**

DATE	FLIGHT NUMBER	DEPART	TIME	ARRIVE	TIME
4 <sup>th</sup> August	NZ 006	Auckland	7.40 pm	Los Angeles	12.55 pm
4 <sup>th</sup> August	AC 573	Los Angeles	3.00 pm	Calgary	6.54 pm
17 <sup>th</sup> August	AC 221	Calgary	4.05 pm	Vancouver	4.27 pm
17 <sup>th</sup> August	NZ 083	Vancouver	8.00 pm	Auckland	5.00 am (19 <sup>th</sup> Aug)

### FLIGHT TIMES:

Auckland to Los Angeles	12 hours, 15 minutes	
Los Angeles to Calgary	2 hours, 54 minutes	(flight operated by Air Canada)
Calgary to Vancouver	1 hour, 22 minutes	(flight operated by Air Canada)
Vancouver to Auckland	14 hours	

Total Airfare economy class return – **NZD2483.00** including taxes per person

**\*\*IMPORTANT\*\***

Taxes are subject to change at anytime due to currency fluctuations. Airlines may also increase fuel charges at short notice and in this case these charges will be added to the final payment due price.



## PROPOSED TIMELINE – AIR NZ OPTION ONE ABOVE

This timeline is currently an example of what we suggest. It is a working document and will be updated as details are confirmed.

DATE	BRIEF	DESCRIPTION
<b>Now</b>	Waka Teams	Any amendments to the suggested flight itinerary are to be advised by the team managers and any amended quotes to be resent by Orbit to Waka Teams.
<b>09 April 2012</b>	Waka Teams	Non- refundable deposit of \$200.00 per person now due. This will secure your flight option above.
<b>01 May 2012</b>	Waka Teams	2 <sup>nd</sup> non refundable deposit due of \$200.00 per person to be paid.
<b>28 May 2012</b>	Waka Teams	Final payment, full names as per passports and booking forms along with passport copies due.
<b>28 May 2012 – 14 July 2012</b>	Orbit Corporate Travel	Final itineraries, travel book & tickets to be distributed.
<b>05 August 2012</b>	Waka Teams	Groups depart Auckland
<b>19 August 2012</b>	Waka Teams	Group arrives back in New Zealand.

Orbit suggests that installments are paid over a period of time. This aids in ensuring should any deadlines change that we can pay suppliers immediately; competitive exchange rates can be secured when paying suppliers; it helps groups budget for their tour.



## TERMS AND CONDITIONS – AIR NZ GROUPS

Group rules for Air New Zealand with another interline carrier, Air Canada.

- **Quotes:** Air New Zealand quotes have been based on a 'group fare' level with a minimum of 10 passengers travelling on the exact same flights. Should your group fall below this number the group fare will need to be re-assessed.
- Air New Zealand requires the group to travel on the same flight routing, however date changes to the return flights are permitted providing the routing is the same as the original group flights and fare will be subject to seating availability at time of amendment.
- **Deposits:** A non-refundable deposit of \$200.00 per person will be required by Monday **09 April 2012**.
- A further non-refundable deposit of \$200.00 per person will be required by **01 May 2012**
- Any cancellations after deposits have been paid will be transferable to another member within the team.
- **Time Limits:** Final payment and full names as per passports will be required at least 60 days prior to departure - **Monday 28 May, 2012** (based on the flight schedule above).
- Full passport details will also be required as tickets cannot be issued without full passport details loaded into the system.
- **Cancellation:** Before Ticketing: Deposits are non refundable prior to ticketing. Name changes are permitted. Any date changes with an interline carriage will not be permitted unless there is a minimum of 10 people travelling on the same flight/routing.
- After Ticketing: Tickets are non-refundable. Any date changes will need to be assessed at time of amendment and will be subject to airline approval. A fee may apply.
- Name changes will not be permitted after ticketing.

### IMPORTANT

Air New Zealand is not responsible for and has no liability in relation to any third party airline's schedule changes, including flight cancellations. They will do their however to find an alternative option.



## AIRFARE OPTION TWO: AIR CANADA

### SUGGESTED FLIGHT ITINERARY:

Currently I am holding 54 seats on the following flights with Air Canada Groups

DATE	FLIGHT NUMBER	DEPART	TIME	ARRIVE	TIME
5 <sup>th</sup> August	NZ 101	Auckland	7.00 am	Sydney	8.30 am
5 <sup>th</sup> August	AC 034	Sydney	10.25 am	Vancouver	7.30 am
5 <sup>th</sup> August	AC 208	Vancouver	10.00 am	Calgary	12.17 pm
17 <sup>th</sup> August	AC 227	Calgary	7.05 pm	Vancouver	7.27 pm
17 <sup>th</sup> August	AC 033	Vancouver	11.45 pm	Sydney	8.15 am (19 <sup>th</sup> Aug)
19 <sup>th</sup> August	NZ 704	Sydney	11.30 am	Auckland	4.35 pm

### FLIGHT TIMES:

Auckland to Sydney	3 hours, 30 minutes	(operated by Air New Zealand)
Sydney to Vancouver	14 hours, 5 minutes	
Vancouver to Calgary	1 hour, 17 minutes	
Calgary to Vancouver	1 hour, 22 minutes	
Vancouver to Sydney	15 hours, 30 minutes	
Sydney to Auckland	3 hours, 5 minutes	(operated by Air New Zealand)

Total Airfare economy class return – **NZD2476.00** including taxes per person

### \*\*IMPORTANT\*\*

Taxes are subject to change at anytime due to currency fluctuations. Airlines may also increase fuel charges at short notice and in this case these charges will be added to the final payment due price.



## PROPOSED TIMELINE – AIR CANADA OPTION ABOVE

This timeline is currently an example of what we suggest. It is a working document and will be updated as details are confirmed.

DATE	BRIEF	DESCRIPTION
<b>Now</b>	Waka Teams	Any amendments to the suggested flight itinerary are to be advised by the team managers and any amended quotes resent by Orbit to Waka Teams.
<b>Confirmation</b>	Waka Teams	Please advise as soon as possible if you require any of the group seats above so I can hold these for your group
<b>09 April 2012</b>	Waka Teams	Non refundable deposit due of \$400.00 per person to be paid.
<b>01 May 2012</b>	Waka Teams	Full Names as passports due along with booking forms with full passport details and copies. For some reason Air Canada require full names at least 3 mths prior to departure.
<b>28 May 2012</b>	Waka Teams	Final payment due
<b>28 May 2012 – 20 July 2012</b>	Orbit Corporate Travel	Final itineraries, travel book & tickets to be distributed.
<b>05 August 2012</b>	Waka Teams	Groups depart Auckland
<b>19 August 2012</b>	Waka Teams	Group arrives back in New Zealand.

Orbit suggests that installments are paid over a period of time. This aids in ensuring should any deadlines change that we can pay suppliers immediately; competitive exchange rates can be secured when paying suppliers; it helps groups budget for their tour.



## TERMS AND CONDITIONS – AIR CANADA GROUPS

### Group rules for Air Canada

→ Quotes: Air Canada quotes have been based on a 'group fare' level with a minimum of 10 passengers travelling on the exact same outbound flights. Should your group fall below this number the group fare will need to be re-assessed.

Air Canada requires the group to travel on the same flight routing, however date changes to the return flights are permitted but will be subject to seating availability at time of amendment. 1 stopover in each direction is permitted free of charge.

→ Deposits: A non-refundable deposit of \$400.00 per person will be required by 09 April 2012. Any cancellations, deposit is transferable to a new person up until final names due.

→ Time Limits: Full names as per passports will be required at least 3 months prior to departure - **Monday 01 May, 2012** (based on the flight schedule above).

Full passport details will also be required as tickets cannot be issued without full passport details loaded into the system.

Final payment will be due by **Monday 28 May 2012**.

→ Cancellation: Before Ticketing: Deposits are non refundable prior to ticketing. Name changes are permitted.

After Ticketing: Tickets are non-refundable. Any ticket changes will need to be assessed at time of amendment and will be subject to airline approval. A fee may apply.

Name changes will not be permitted after ticketing.



**AIRFARE OPTION THREE: Qantas Airways (Short-life Special - expiry 27 February 2012)**

NB: This option below is based on the current Qantas Airways shortlife special which is on sale until **Monday 27 February 2012**. At this stage no seats have been held for this option.

Please note, due to the current return flight availability an overnight in Los Angeles will be required for 1 night.

**SUGGESTED FLIGHT ITINERARY:**

DATE	FLIGHT NUMBER	DEPART	TIME	ARRIVE	TIME
4 <sup>th</sup> August	QF 025	Auckland	1.05 pm	Auckland	6.30 am
4 <sup>th</sup> August	QF3755	Los Angeles	3.30 pm	Seattle	6.07 pm
4 <sup>th</sup> August	QF4149	Seattle	8.35 pm	Calgary	11.15 pm
17 <sup>th</sup> August	AS 2119	Calgary	5.40 pm	Seattle	6.30 pm
17 <sup>th</sup> August	AS 450	Seattle	9.00 pm	Los Angeles	11.38 pm
18 <sup>th</sup> August	QF 026	Los Angeles	11.40 pm	Auckland	8.10 am (arr-20 <sup>th</sup> Aug)

**FLIGHT TIMES:**

Auckland to Los Angeles	12 hours, 25 minutes
Los Angeles to Seattle	2 hours, 50 minutes
Seattle to Calgary	1 hour, 40 minutes
Calgary to Seattle	1 hour, 50 minutes
Seattle to Los Angeles	2 hours, 38 minutes
Los Angeles to Auckland	13 hours, 30 minutes

Total Airfare economy class return – **NZD2220.00** including taxes per person

**\*\*IMPORTANT\*\***

All prices are subject to change at anytime due to seating availability at time of booking and currency fluctuations and surcharges. At this stage **NO** seats have been held for the Qantas flight option above.



## PROPOSED TIMELINE – QANTAS AIRWAYS (SHORTLIFE SPECIAL)

This timeline is currently an example of what we suggest. It is a working document and will be updated as details are confirmed.

DATE	BRIEF	DESCRIPTION
<b>Now</b>	Waka Teams	Any amendments to the suggested flight itinerary are to be advised by the team managers and any amended quotes resent by Orbit to Waka Teams.
<b>27 February</b>	Waka Teams	Full Names as per passport, passport details and final payment due for this Qantas Shortlife Airfare.  NB: the airline will not allow me to issue any tickets without passport details in the booking

## TERMS AND CONDITIONS – QANTAS AIRWAYS (SHORTLIFE SPECIAL)

### Amendments Before/After departure

Date Changes are permitted for a date change fee of \$100.00 per change. Any date changes are subject to seating availability at time of amendment and may also incur further upgrade charges.

Rerouting is permitted for a fee of \$100.00 per change. Any rerouting changes are subject to seating availability at time of amendment and may also incur further upgrade charges.

Name Changes after ticketing – not permitted

### Cancellations

Before Departure – cancellations permitted however there will be a cancellation penalty charged of \$560.00 per cancellation charged by the airline

After Departure – ticket becomes non refundable.



## ACCOMMODATION OPTION ONE

We are able to book a wide variety of accommodation options for you in Calgary to suit your team’s budget, however the following property has been recommended by the organising committee:

### **MOUNT ROYAL UNIVERSITY (UNIVERSITY GUEST HOUSING)**

200 Mount Royal Circle SW  
Calgary, Alberta  
Canada T3E 7P7

Mount Royal University offers one of the most economical accommodation options for your team. (The University is on holiday in August).



<http://www.mtroyal.ca/CampusServices/LivingonCampus/GuestVisitorHousing/index.htm>

Please note there will be no parking allowed at the Race venue so the organisers will be running a shuttle to and from the Mount Royal University. There will be a designated lot for shuttles and passenger drop offs only. (A small fee may be payable and will be advised once known)

#### **Facilities:**

- State of the art [Recreation Facility](#)
- Salt water pool, Squash courts, Climbing wall
- Indoor running track, Soccer Field
- Fitness and aerobic centre
- Tennis and beach volleyball courts

NB: There is a small charge to use the facilities, however in-house guests will get a discount.

Public transport is also available from the campus to many nearby cultural and recreational facilities.

2 Bedroom Units available with private bedrooms (single beds in each) including linen, towels and full bathroom. Kitchen facilities maybe available but on request and subject to an additional surcharge.

4 bedroom apartments are available including full kitchen facilities, washrooms, televisions & linen and towels are provided. Rooming configuration will be 4 separate rooms all with single beds.

4 Bedroom Apartments – \$85.00 per person per night	(12 nights = \$1020.00 pp)
2 Bedroom Unit – \$47.00 per person per night	(12 nights = \$564.00 pp)

\*\*Prices above are based on Twin or Quad share. Surcharge will apply for single supplement.



## ACCOMMODATION OPTION TWO

**SANDMAN HOTEL & SUITES CALGARY SOUTH**  
 8001 – 11<sup>th</sup> Street SE Calgary  
 Alberta T2H 0B8, Canada  
<http://www.sandmanhotels.ca/hotels/calgary-south/>

**Facilities:**

- Alarm Clock Radio
- Complimentary Bathroom Amenities
- Coffee Maker: Complimentary Coffee and Tea
- Hair Dryer
- Complimentary High Speed Internet Access
- Iron and Ironing Board
- Room Service
- Telephone: Voice Mail and Computer Data Port
- Wake-Up Call Service
- Banquet Facilities and Meeting Rooms (Coming Soon)
- 24 Hour Business Centre
- Fitness Facility (Coming Soon)
- Indoor Heated Pool and Whirlpool
- Denny's 24 Hour Restaurant & Moxie's Classic Grill
- IKEA and Walmart Supercenter (Next To Hotel)
- Complimentary Outdoor Parking Facility



**PRICING FOR THE SANDMAN HOTEL & SUITES**

Standard twin rooms (2 x double beds) – \$110.00 pp person per night	(12 nights = \$1320 pp)
Standard Quad (2 x double beds) sharing existing bedding – \$68.00 pp per night	(12 nights = \$816 pp)

Breakfast included daily

\*\*Prices above based on 2 people sharing or 4 people sharing using existing bedding. Surcharge will apply for single supplement.



## ACCOMMODATION OPTION THREE

### SUPER 8 MOTEL CALGARY/SHAWNESSY

60 Shawville Road S.E.

Calgary, Alberta T2Y 3S6

<http://www.super8calgary.com/>

NB: This property is approx 10 kms away from the venue

#### Facilities:

- Swimming pool, Access to Fitness Centre
- Meeting Rooms, Business Centre
- Complimentary Wireless Internet, Free Local Calls
- SuperStart Breakfast, Complimentary morning newspaper
- Pet Friendly
- Guest Laundry, Dry Cleaning
- Coffee/tea Maker, Mini fridge, Microwave, Safe Deposit Box
- Complimentary Parking
- Wake Up Service
- Wyndham Rewards®
- Children under 18 stay free while sharing room,
- Elevators, wheelchair accessible



### PRICING FOR THE SUPER 8 MOTEL CALGARY/SHAWNESSY

Standard twin room – \$79.75 pp per night  
(2 x queen beds OR 1 x king & pull out sofa bed)

(12 nights = \$957 pp)

\*\*Price based on 2 people sharing. Surcharge will apply for single supplement. Other pricing options available if teams do want to share using existing bedding.



## AIRPORT TRANSFER OPTION

Based on current team requests

21 seater passenger mini coach – minimum 15 people

- \*Arrival group transfer only (airport to accommodation) - \$27.00 per person
- \*Return Airport / hotel group transfers - \$50.00 per person

Includes:

All taxes

Gratuity to the driver

1 x bag per person (extra luggage may carry a surcharge)

NB: No luggage truck provided hence 1 x bag per person only. Luggage truck can be requested, however an additional cost may be charged for this.

## STOPPOVER PACKAGE OPTIONS - OPTIONAL EXTRAS

### **VANCOUVER:**

Sophisticated centre of arts, shopping and entertainment. Explore the farmers' market, exotic Chinatown and its apothecary shops and taste the coffee on trendy Robson Street. Admire the views from Stanley Park and take a visit to the Vancouver Aquarium Marine Science Centre. Vancouver Island is not to be missed.

#### **2 Night Package (from \$298.00 per person) Includes:**

- Return Airport Transfers (seat in a coach)
- 2 Night's accommodation at Rosdale on Robson (3 star)

### **LOS ANGELES/ANAHEIM:**

Traipse up and down the boulevards of Hollywood and through the exclusive boutiques of Rodeo Drive. Rediscover your inner child and take on the scary roller coasters of Universal Studios, California Fun Park or Six Flags Magic Mountain. A day in Santa Monica is a must with 3<sup>rd</sup> Street Promenade handy for some retail therapy.

#### **2 Night Package (from \$448.00 per person) Includes:**

- Return Airport Transfers (seat in a coach)
- 2 Night's accommodation at the Carousel Inn and Suites Disneyland
- 1 day Park pass to either Disneyland or California Adventure



## **CALGARY:**

**Columbia Icefield Discovery & Glacier Adventure:** Venture westward through rolling foothills to the Bow Valley and ranges of the Canadian Rockies. Your route from Lake Louise is spectacular, as you travel one of the most scenic highways in the world - the Icefields Parkway. Glacier-fed rivers and streams, majestic peaks, peaceful lakes and broad-reaching valleys combine to create not only a harmonious blend of scenic wonders for guests, but also a protected habitat for Canadian Rockies wildlife. At the Columbia Icefield Centre there is time to join an Ice Explorer excursion (included) onto the surface of the Athabasca Glacier. On the return journey, a stop is made for dinner in Banff (own cost). Your tour concludes upon arrival back in Calgary at approximately 9:00pm. Departs Sunday, Monday, Tuesday and Friday at 6.15am.

**Price -** \$250.00 per adult or \$120.00 per child

**Mountain Lakes & Waterfalls:** Drive from Calgary to the beautiful Johnston Canyon following a winding road along the base of the Bow Valley and Moraine Lake with the Valley of the Ten Peaks reflecting on its turquoise waters. Visit Lake Louise, the "Jewel of the Canadian Rockies" with its backdrop of the glistening Victoria Glacier. After lunch at Lake Louise (included), cross the Great Divide and enter Yoho National Park. Visit the scenic Yoho Valley, Takakkaw Falls, Kicking Horse Pass, Emerald Lake and the Natural Rock Bridge that spans the Kicking Horse River. Stop for dinner in Banff (own cost). Your tour concludes upon arrival back in Calgary at approximately 9.00 pm. Departs Sunday, Monday, Tuesday and Friday at 6.15am.

**Price -** \$190.00 per adult or \$95.00 per child

OR

**Half Day Private Calgary Sightseeing Tour:** Pickup from/to hotel in a chartered mini coach to show the highlights of the city such as Stampede Grounds, Fort Calgary, Bow Vally and Eau Claire Market, Chinatown and the downtown core. Admission to Calgary Tower is included to have a view of the city and its surroundings.

**Price -** \$99.00 per person

NB: the price above for the private city tour is based on a minimum of 15 people.

**We can tailor make a package  
to meet your needs and  
budget!**



## TRAVEL INSURANCE - ALLIANZ GLOBAL ASSISTANCE

Why do you need travel insurance?

Part of the travel experience is heading into the unknown. But it always pays to be prepared for anything. Travel insurance covers you from the moment you purchase the policy, until you come home safely.

Along the way you'll be covered for the unexpected events beyond your control, including lost bags and unlimited medical cover. At Orbit Travel, Wellington we highly recommend you have travel insurance cover for this intended trip.

- 15 Days – Plan A, Essentials Plus Cover - \$155.00 per person
- 15 Days – Plan B, Premier Cover - \$194.00 per person

### Extra Cover

NB: Additional surcharges will apply

- \*Cover for any pre-existing medical conditions
- \*Specified items of luggage and personal effect over \$1,500.
- \*If you are a non-resident of New Zealand

Full policy wording available on request.

## IMPORTANT INFORMATION

KEY DATES
<ul style="list-style-type: none"> <li>● Practice days: 7-10 August 2012</li> </ul>
<ul style="list-style-type: none"> <li>● The official Opening Ceremony will be on Friday 10 August 2012</li> </ul>
<ul style="list-style-type: none"> <li>● Race days: 11 - 15 August 2012</li> </ul>
LOCATION
<ul style="list-style-type: none"> <li>● The 15<sup>th</sup> World Va'a (Outrigger) Sprint Championships will be held in Calgary, Canada.</li> </ul>
<ul style="list-style-type: none"> <li>● Glenmore Reservoir is the race venue.</li> </ul>
<ul style="list-style-type: none"> <li>● The Opening Ceremony will be held at the Heritage Park Historical Village.</li> </ul>



**CALGARY:**

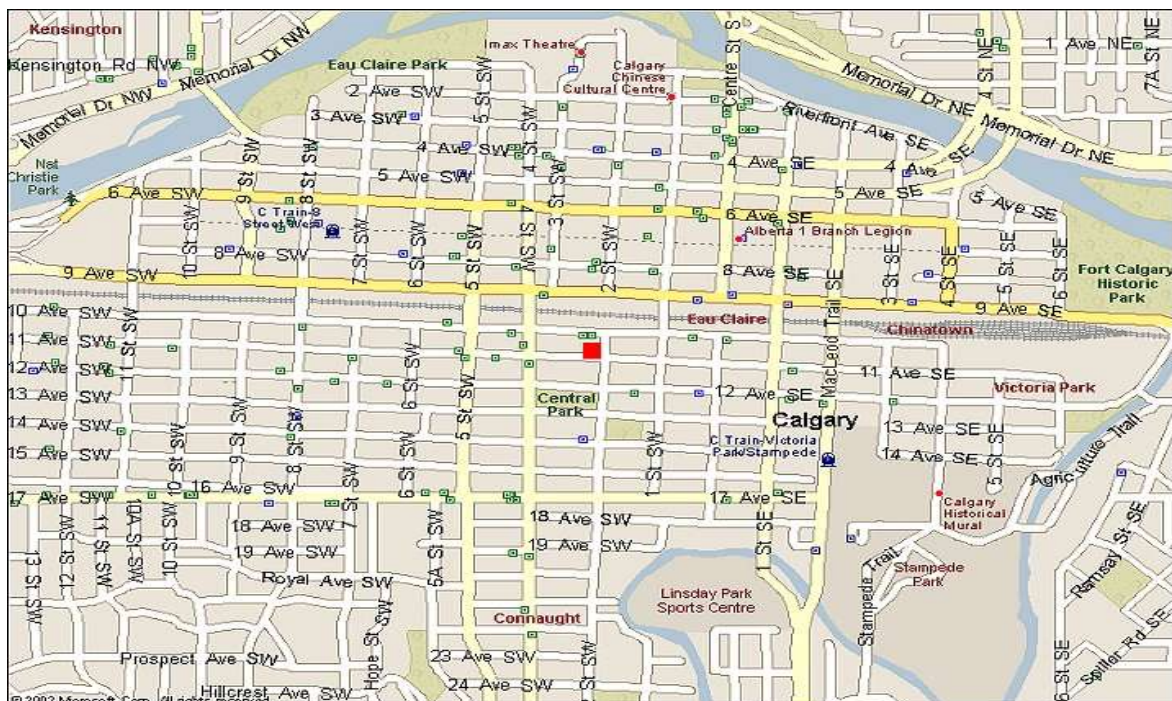
No doubt, if you are new to Calgary, or planning a visit for the first time, you've wondered "Where do I begin?". There are so many different things to do in Calgary that they can't all be mentioned in a few short paragraphs. However, in an attempt to help you discover some of the fun and adventures that await you, please read on.

From wildlife, to wildflowers, the **Calgary Zoo** and Botanical Gardens are a must see. While at the Zoo, take a stroll through the Pre-Historic Park. Keep your eyes open, you never know what kind of dinosaur will be lurking just around the corner!

If travelling into the past holds a fascination for you, then you really need to head out to **Heritage Park**. The park hosts a complete historical village which will take you back to the (pre)1914 era.

For those who like to take their leisurely strolls totally outdoors, take a tour of the **Inglewood Bird Sanctuary**. There is approximately 79 acres of riverside parkland, with walking paths open year round.

Perhaps you want the outdoors, but with a little more physical intensity? Head over to **Canada Olympic Park**. Skiing and a Bob-sleigh/Luge run will put some color into your cheeks.





## ONLINE REGISTRATION

We would recommend that teams register via Orbit's online registration system for the World Sprint Championships. This ensures we have all the information we require to complete your team booking. Detailed reports including arrivals, departures, rooming lists and special requirements are provided to Team Managers. A mock-up registration example follows:

**2012 Va'a (Outrigger) World Sprint 2012 Championships**  
**11 - 15 August 2012**  
**Calgary, Canada**

**Personal Information**

Please ensure that all the information below is completed in full.

All names are to be listed as **per your passport**. Any incorrect spelling resulting in incorrect ticket information may incur airline amendment fees.

Title  (REQ)

First Name (as per passport)  (REQ)

Middle name (s)

Surname (as per passport)  (REQ)

Preferred Name  (REQ)

Address  (REQ)

City /Town  (REQ)

Postcode  (REQ)

Home Phone  (REQ)

Work Phone

Mobile Phone  (REQ)

Email Address  (REQ)

Confirm Email Address  (REQ)

NKOA Paddler ID No.  (REQ)

Name Of Squad Selected In  (REQ)

Team Manager  (REQ)

**Please advise whether you are travelling as -**

Competitor

Manager

Supporter

Other

If other, please advise:

**Passport Information:**

\*\* Tickets to/via the USA cannot be issued until passport details are advised to the airlines. Please contact your Orbit consultant should you not have a valid passport at time of registration. \*\*

Date Of Birth  (REQ)

Passport / Nationality  (REQ)

Passport Number  (REQ)

Expiry Date  (REQ)

**Continue...**

Kristin Campbell | International Groups Consultant | Orbit Corporate Travel Wellington  
 Level 11, Novell House, 85 The Terrace, Wellington, PO Box 2646, Wellington, New Zealand 6111.  
 Email [kristin@orbit.co.nz](mailto:kristin@orbit.co.nz) | [www.orbit.co.nz](http://www.orbit.co.nz)



## TRAVEL MANAGEMENT

### OUR TEAM:

Organising travel can be a time consuming process especially when you are dealing with the individual needs of your team members – that’s why we are here! Our dedicated staff are highly experienced in arranging group travel; we know the limitations, what you can and can’t do and how to achieve the maximum possible savings for your team.

The following staff will be looking after your teams:

**International Groups Consultant** - Kristie Campbell has been a travel consultant for over 14 years and has extensive experience in international travel bookings in Leisure, Corporate and Group travel. Kristie was responsible for the travel arrangements for teams travelling to the World Championships to Noumea in 2010 and is passionate about sporting events, especially Waka Ama!

**Back up Consultant** – Kerry Falloon’s travel experience includes nine years as a Senior Consultant with our House of Travel Office and two years travelling overseas. Her attention to detail and first hand travel advice will provide Kristie with the assistance she requires.

**After hours Consultant** – Orbit provides an after-hours service for travellers that require immediate assistance with their travel arrangements. All calls are answered by one of our experienced consultants, who can access individual bookings and most importantly know how to help you,

**Account Manager** – Carlene Staines has been with the company for over 20 years including ownership of Adventure Travel and management positions within House of Travel and Orbit. Carlene has an in-depth understanding of all aspects of group travel and the intricacies of ensuring each group has an exceptional travel experience.



## TRAVEL MANAGEMENT CONTINUED

### TRAVEL BOOKINGS / ITINERARIES:

Orbit Corporate Travel will provide travellers with multiple travel options and detailed itineraries including flight times, terminal information and check in times.

### TRAVEL INFORMATION:

Orbit will ensure you are kept well informed of any travel or destination updates that we receive from the Ministry of Foreign Affairs and Trade.

### VISA AND PASSPORT APPLICATIONS:

Orbit provides complete passport application and visa processing advice and ensure all travellers have the necessary travel documentation.

### AFTER HOURS:

Orbit operates an after-hours service for travellers who require immediate assistance with their travel arrangements. All calls are answered by one of our experienced consultants (not a messaging service or call centre). The contact card pictured will be provided to all travellers with their final documentation.

### CLIENT LOCATION REPORT:

The Client Location Report (CLR) allows us to keep track of your group no matter where in the world they are. We have used the CLR during crises such as the recent Japan Earthquake and South American Ash Cloud. This is an invaluable service for any group – in case the unexpected happens.





## TRAVEL MANAGEMENT CONTINUED

### **AIRLINE CHECK-IN AND SEATING:**

We are able to assist with preferred aircraft seating and special meals (airline dependant).

### **FOREIGN EXCHANGE:**

Orbit in partnership with Travelex are able to provide a full Foreign Exchange Service, with over 33 currencies available (within 24 hours).

In addition we are able to organise “Cash Passports” which is a prepaid PIN protected ATM travel money card. It will provide access to local currency when used at over one million Visa ATM’s worldwide. The card is loaded with the customer’s own spending limit.

### **NEW ZEALAND DEPARTURE CARD:**

All travellers in the group will receive their New Zealand Departure Cards with their final travel documents to complete prior to departure.

### **PERSONAL TRAVEL:**

We are able to offer additional travel arrangements (pre and post competition options) and are able to invoice the traveller directly for these arrangements.



## VISA INFORMATION FOR PASSENGERS TRAVELLING TO THE USA OR VIA THE USA

It is compulsory for all international travellers entering or transiting the United States under the Visa Waiver Program (VWP) to apply for pre-travel authorisation via the Electronic System for Travel Authorisation (ESTA). Although the ESTA form requires the same information as the green visa waiver form (I-94W) customers will still be required to complete the I-94W whilst en-route to the US until such time as the United States Customs and Border Protection Agency advise it is no longer necessary and issue a notice of full compliance.

The ESTA system is already operational and enhances the security of the VWP which allows visitors from participating countries to travel to the US for business or pleasure for 90 days or less without first obtaining a visa. Travellers should visit the US Department of Homeland Security website and complete an application online providing biographical and eligibility information. In most cases a response will be received within seconds determining whether travel to the USA has been authorised. In some instances travellers will need to wait up to 72 hours for authorisation so it is recommended that the ESTA process is completed at least three days before departure. If the application is not authorised then a visa may be requested through the US Embassy.

For additional information on the Visa Waiver Program and the Electronic System for Travel Authorisation (ESTA) process please refer to [www.cbp.gov/esta](http://www.cbp.gov/esta). To complete ESTA formalities please go directly to the secure ESTA application site at <https://esta.cbp.dhs.gov/>.

A fee of US\$4 will recover the costs incurred by CBP of providing and administering the ESTA system and is in addition to the mandatory US\$10 travel promotion fee established by the Travel Promotion Act of 2009. The total fee for a new or renewed ESTA will be US\$14.

All payments for electronic travel authorisation applications must be made by credit card or debit card when applying for or renewing an ESTA.



## VISA INFORMATION FOR PASSENGERS TRAVELLING TO CANADA

Many people do not require a visa to visit Canada. These include citizens of: Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), Lithuania, Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, **New Zealand**, Norway, Papua New Guinea, Poland, Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa.

All New Zealand passport holders must have a machine-readable passport or an e-passport to enter Canada

Children under the age of 18 should have valid identification with them. If you are travelling with a child and you are not the child's parent or guardian, you should have a letter from the child's parent or guardian authorizing entry into Canada. If you are the child's only guardian, you should have documents to show there is no other guardian. For example, a birth certificate that does not identify the father would be suitable.

### **IMPORTANT:**

If you have committed or been convicted of a criminal offence, you may not be allowed to enter Canada.

Criminal offences include both minor and serious offences, such as theft, assault, manslaughter, dangerous driving and driving while under the influence of drugs or alcohol. For a complete list of criminal offences in Canada, consult the Canadian [Criminal Code](#).

<http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you were convicted of a crime when you were under the age of 18, you may still be able to enter Canada. Please check with the Embassy.



## CONTACT US

<b>Name:</b>	Kristie Campbell
<b>Title:</b>	International Groups Consultant Orbit Corporate Travel
<b>Address:</b>	Level 11 Novell House, 89 The Terrace, Wellington
<b>Phone:</b>	0800 496 3288 or DDI (04) 496 3284
<b>Name:</b>	Kerry Falloon
<b>Title:</b>	International Groups Consultant Orbit Corporate Travel
<b>Address:</b>	Level 11 Novell House, 89 The Terrace, Wellington
<b>Phone:</b>	0800 496 3288 or DDI (04) 496 3017
<b>Name:</b>	Carlene Staines
<b>Title:</b>	Business Development & Account Manager Orbit Corporate Travel
<b>Address:</b>	Level 11 Novell House, 89 The Terrace, Wellington
<b>Phone:</b>	0800 496 3288 or DDI (04) 496 3281