



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

**Sector Trends  
Evidence, Monitoring  
& Governance Branch**



# Convention Delegate Survey Report

Year to December 2016

March 2017





**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

## Ministry of Business, Innovation and Employment (MBIE)

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## Introduction

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The Convention Research Programme (CRP) is a partnership between the Ministry of Business Innovation and Employment (MBIE) and regional Convention Bureaux to measure business event activity in New Zealand. Business events cover meetings, incentives, conferences, conventions and exhibitions. The CRP administers two Business Event surveys: the Convention Delegate Survey (CDS) and the Convention Activity Survey (CAS).

The CDS measures the spend of delegates attending multi-day conventions and conferences in New Zealand (single day conventions and conferences are excluded because they generate significantly less additional spend per delegate to the host region). The CDS collects profile and expenditure information from a sample of local, domestic and international delegates through an online survey completed after the conference/convention. Because it weights the sample responses to a national population weighing total, regional measures of delegate spend cannot be derived.

For the year ended December 2016 a total of 3,585 local, domestic and international convention and conference delegates from 115 events across New Zealand completed the CDS. These results were weighted to a total estimated population of 433,743 multiday convention and conference delegates which was taken from the CAS for the year ended December 2016. The international component of this total, is calculated from the international visitor arrival data (IVA) for the corresponding period with the remainder split between local and domestic delegates at the rate reported in CAS. The numbers of delegates in each category are:

- Local – 164,019
- Domestic – 204,563
- Australian – 39,292
- Other international – 25,869

The CAS measures the number and type of business events occurring in New Zealand and provides regional summaries for participating regions. Further information on the CAS can be found on the Ministry's website.<sup>1</sup>

The CRP regional Convention Bureaux members that are represented are: Auckland, Rotorua, Hawke's Bay, Taupo, Manawatu, Wellington, Nelson, Christchurch & Canterbury, Dunedin, Queenstown, Hamilton & Waikato, Bay of Plenty and Marlborough.

In addition to reporting on the results of the CDS, the report makes comparisons against the International Visitor Survey (IVS) and the International Visitor Arrival (IVA) card data. These comparisons provide us with a sense of the relative value of international convention visitors compared to other visitors, while the IVA data provides further historical information on how the number of international convention visitors has changed over time.

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<sup>1</sup><http://www.mbie.govt.nz/info-services/sectors-industries/tourism/tourism-research-data/convention-research-programme/convention-activity-survey>

## Key results

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Multi-day conventions continue to show their value in bringing visitors to regions and to New Zealand. The typical international convention delegate has a high nightly spend over a short period of time. Their nightly spend of \$334 (down 5 per cent on 2015) is almost double the average nightly spending of all international visitors. Domestic delegates from outside the host region spend on average \$504 per night (down 1 per cent on 2015).

Total spend by international convention visitors is up 1 per cent compared to 2015, driven by an increase in delegates (up 1 per cent). Overall spend is up 25 per cent as a result of a 48 per cent rise in the total spend by local delegates and a 28 per cent rise in the total spend by domestic delegates.

Further highlights for the year ending December 2016 are outlined below.

- International delegates (Australia and other international) spent an average of 6 nights in New Zealand (4.2 nights in the event region and 1.8 nights elsewhere in New Zealand), spending an estimated \$334 per night. This per-night spend is almost double the average spend per night for all international visitors according to the International Visitor Survey (IVS).
- Domestic delegates (New Zealand delegates from outside the event region) spent an average of 3 nights in the event region, spending an estimated \$504 per night.
- On average, each international delegate spent \$2,009 in New Zealand. Spend per domestic delegate was \$1,543 while spend per local delegate was \$861.
- The average per-person per-night spend for all delegates who spent time away from home to attend conferences was \$438.
- Multi-day convention delegates spent an estimated \$588 million within New Zealand. Domestic delegates spent \$316 million (54 per cent of total delegate spend) on attending events outside their home region, local delegates spent \$141 million (24 per cent) inside their region and international visitors spent \$131 million (22 per cent) in New Zealand.
- Multi-day conventions generated an estimated 1,005,000 visitor nights in New Zealand. Around 88 per cent (887,000) of visitor nights were spent in the region that hosted the event (international and domestic delegates), and the remaining 12 per cent (118,000) were spent in other regions (international delegates only).

Section 1 of this report expands on the results presented above, while Section 2 compares the current results with the IVS. Section 3 examines the changing pattern of international visitors to New Zealand whose main purpose of visit was to attend a conference or convention.

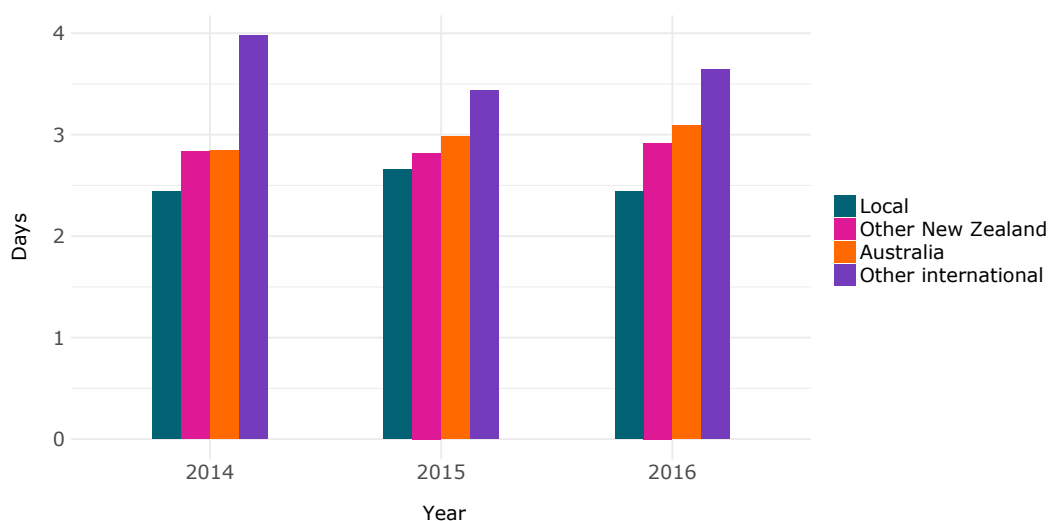
# 1. Survey results year end December 2016

A total estimated population of 433,743 delegates (65,161 international and 368,582 domestic and local) attended conventions and conferences held in New Zealand during the 2016 calendar year. The total number of delegates was up 19 per cent, compared to 2015. (Broken down by delegate origin there was a 1 per cent increase in international delegates and a 23 per cent increase in domestic and local delegates).

## Delegate days

A total of 1,213,389 event days were estimated to have occurred in the 2016 calendar year (up 19 per cent on 2015). Of these event days, 82 per cent involved New Zealand delegates, with the remaining 18 per cent of days associated with international attendees. Figure 1 provides a breakdown of average delegate days by origin and year.

Figure 1: Average length of event attendance by origin and year



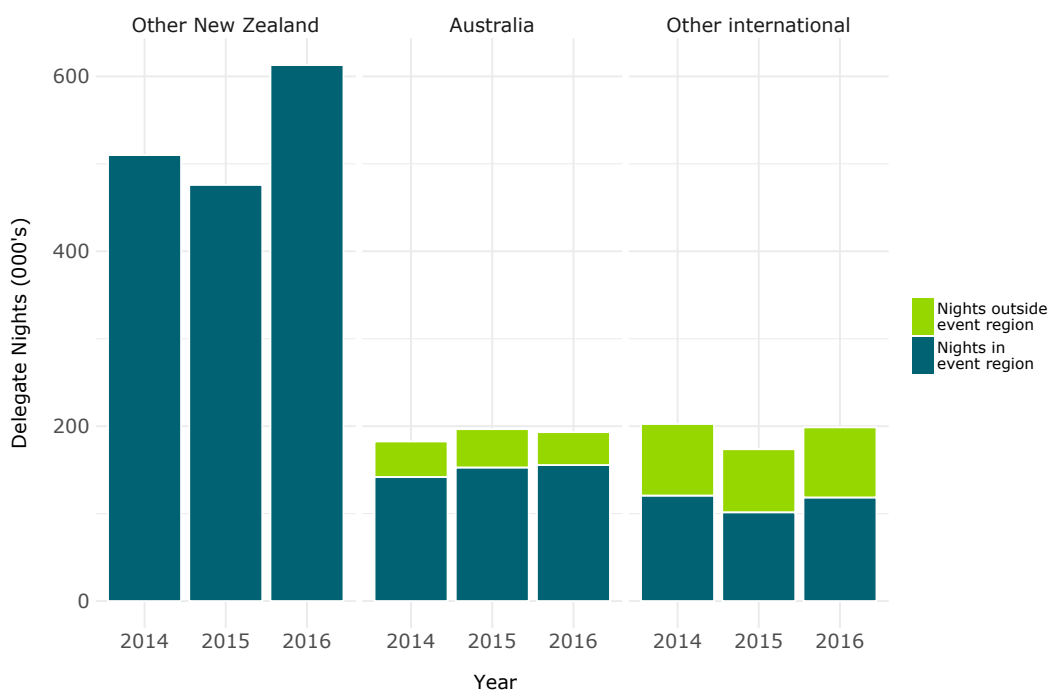
Both the CDS and CAS report delegate event days; however as they are based on different data sources (delegate reported event days for the CDS vs. venue reported delegate days for the CAS), the two estimates will not match.

## Delegate nights

Conventions and conferences generated around 1,005,000 visitor nights in New Zealand of which 39 per cent were generated by overseas delegates. Around 88 per cent of these nights were spent in the region that hosted the event. The remaining 12 per cent were spent outside the event region. Australian visitors spent 19 per cent of their nights outside the event region; for other international visitors this figure was 40 per cent (Figure 2).

Local delegates have been excluded from the calculation of visitor nights as they attended conventions and conferences in the region that they live.

Figure 2: Comparative plot of nights inside and outside event region among 2014, 2015, 2016 by delegate origin

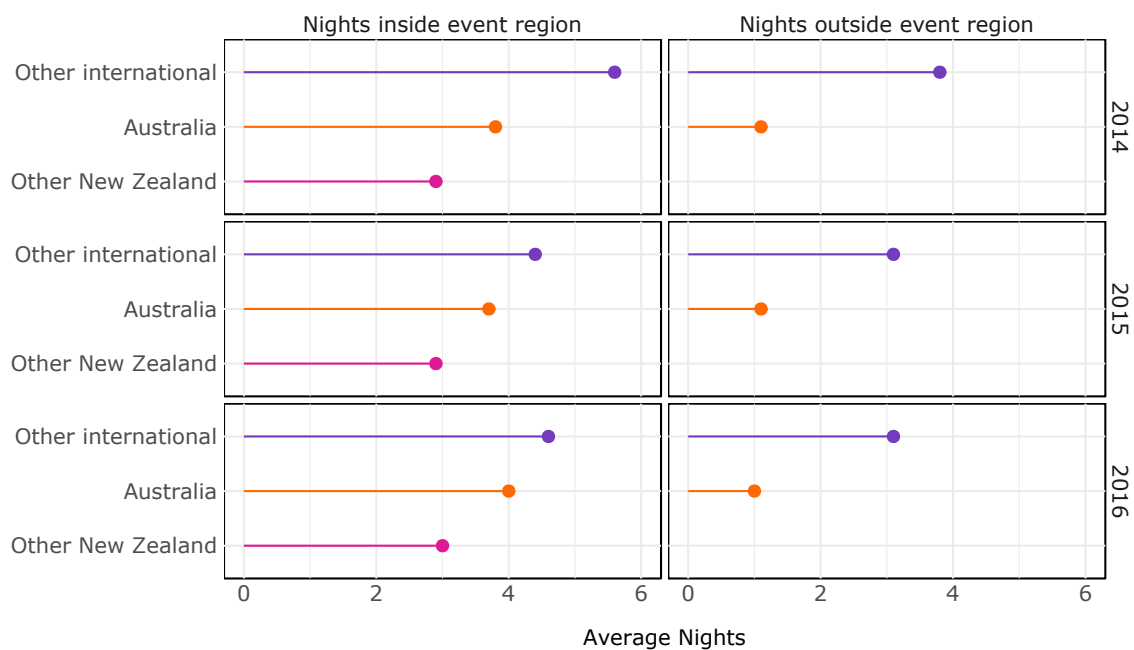


Domestic delegates each spent on average 3 nights in the event region. Australian delegates spent an average of 4 nights in the event region, and another 1 night elsewhere within New Zealand. Non-Australian international delegates spent an average of 4.6 nights in the event region and another 3.1 night elsewhere in New Zealand (Figure 3).

On average non-local delegates spent more nights in the event region than the number of days that they attend the event. A total of 74,477 additional nights are generated in the event region compared to the number of days at the events.

International delegates stay, on average, 0.9 more nights in the event region than days attending the event.

Figure 3: Average delegate nights inside and outside event region



## Delegate spend

The CDS measurement of delegate spend was developed to be consistent with spend measures from the International Visitor Survey (IVS); this allows consistent comparisons and an ability measure the relative value of different types of international visitors. These estimates of spend exclude expenditure associated to other members of their travel party, for example spend associated with a non-conference-attending travel-partner. Spend estimates from both surveys exclude the cost of international airfares due to the use of foreign owned carriers and uncertainty around the proportion of spend that would return to New Zealand. Both spend estimates do include domestic flights.

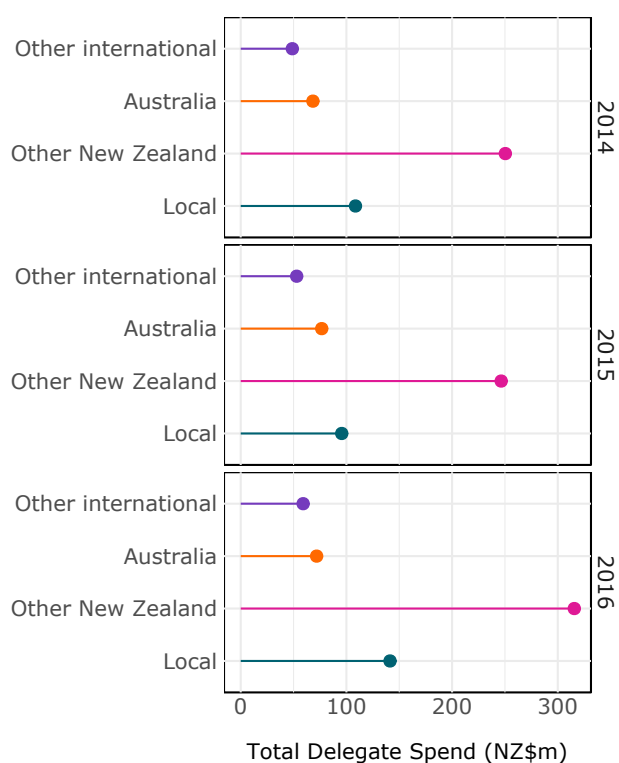
During 2016, convention and conference delegates spent an estimated \$588 million in New Zealand, up from the 2015 estimate of \$472 million, with both international and domestic spend



increasing. Domestic delegates accounted for \$316 million (54 per cent of the total amount), local delegates spent \$141 million (24 per cent) and international visitors spent a total of \$131 million (22 per cent). Of the international spend, \$72 million was generated from Australian visitors and \$59 million from other international visitors (Figure 4).

On average each international delegate spent a total of \$2,009 in New Zealand (\$1,828 by Australian's and \$2,284 by other international delegates). Spend per domestic delegate was \$1,543 while spend per local delegate was \$861 (Figure 5).

Figure 4: Total delegate spend by region



When spend is expressed on a per-night basis, international delegates spend less on average than other New Zealand delegates. However, international delegates spend a greater number of nights in New Zealand (6 nights) compared to the number of nights other New Zealand delegates stay in the event region (3 nights). On average, domestic delegates spent \$504 per night in the event region, Australians spent \$372 per night in New Zealand and other international delegates spent \$297 per night in New Zealand (Figure 6). The average for all delegates who spent time away from home to attend conferences was \$438 per person per night.

Figure 5: Average delegate spend by source of delegate

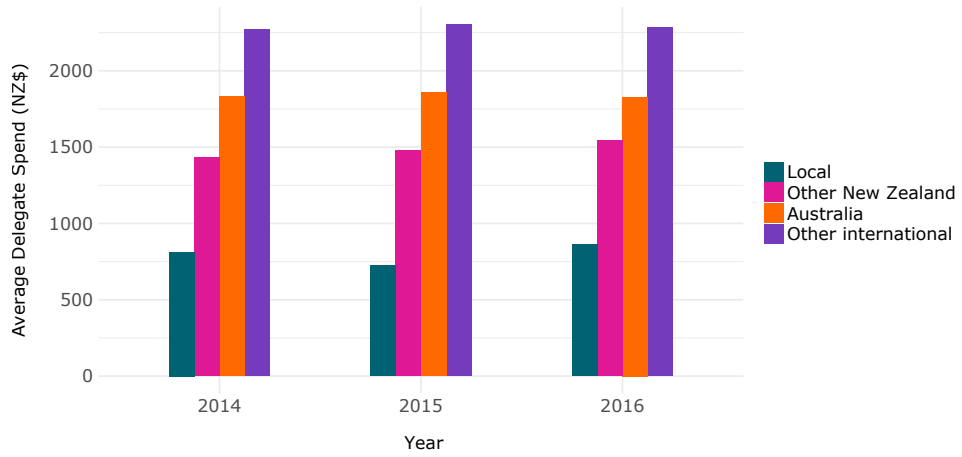
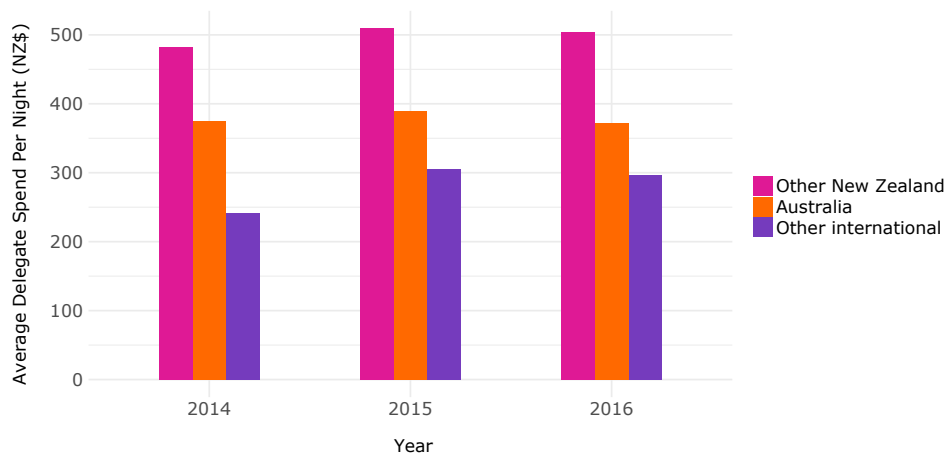


Figure 6: Average delegate per night spend by source of delegate



## 2. Comparison to the International Visitor Survey (IVS)

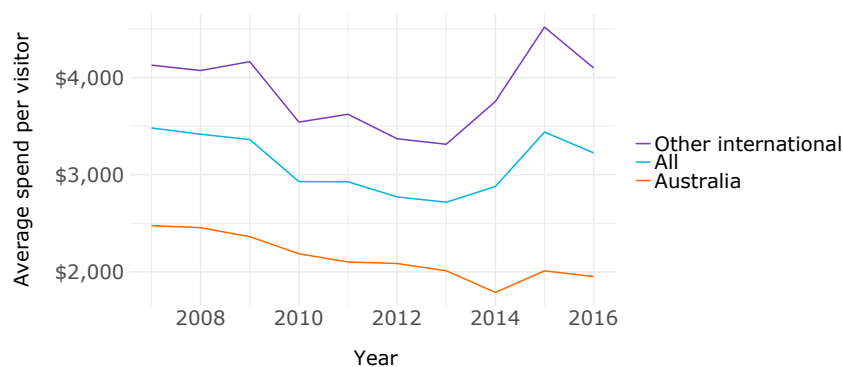
As detailed below, the typical convention delegate involves a short stay with a high nightly spend. This characteristic is clearly seen when comparing the CDS spend to the IVS, where international delegates have almost double the average spend per night than the average visitor to New Zealand. Table 1 compares estimates of average spend per night from the IVS to the current CDS estimate.

Table 1: Comparison of per-night delegate expenditure to IVS estimates

Source of spend (YE December 2016)	Average spend per-night
CDS-international delegates (Australia and other internationals)	\$334
IVS-all visitors	\$183
IVS-business visitors	\$221
IVS-holiday visitors	\$244

The difference in length of stay is also notable, with international delegates staying 6 nights in New Zealand while the average for all visitors is 18 nights, and average for business visitors is 11 nights. The shorter length of stay of delegates causes their average spend to be lower. The average international delegate spend of \$2,009 from the CDS is lower than the overall average spend reported from the IVS (which is \$3,200) for the year ending December 2016 (Figure 7). Holiday visitors spend more on average (\$3,800), as do business visitors (\$2,400).

Figure 7: Average international visitor expenditure (IVS-derived)

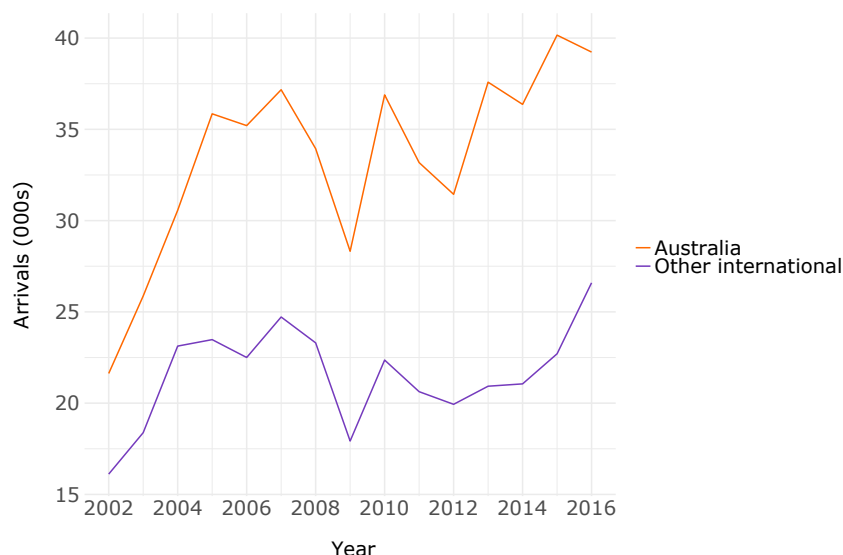


### 3. International travel

Statistics New Zealand’s International Travel and Migration data<sup>2</sup> can also be used to report on changes to the international component of conferences and conventions over a longer time period than the CDS. The number of overseas arrivals to New Zealand for conventions and conferences peaked in 2016 at 66,000, which is about 4 per cent above the 2015 number of 63,000.

Beneath the overall change we can see that the two markets reported in the CDS (International – Australia and Internationals – Other) have behaved quite differently since 2007 (Figure 8). From 2007 the mix includes a greater proportion of Australian convention and conference visitors to New Zealand as the number of other international visitors has declined. Comparing the year ended December 2016 to the previous year, arrivals from Australia were down 2 per cent while other international arrivals were up 17 per cent.

Figure 8: International conventions and conferences



The Convention Activity Survey also provides information on international delegates attending conferences, however, as not all venues in regions input data, the IVA is considered a more accurate estimate of international convention delegates.

<sup>2</sup>International arrival data is published under International Travel and Migration and is a monthly release providing information on the number of overseas visitors, New Zealand resident travellers, and permanent and long-term migrants entering or leaving New Zealand. Further information can be found on the Statistics New Zealand website: [http://www.stats.govt.nz/browse\\_for\\_stats/population/Migration/international-travel-and-migration-info-releases.aspx](http://www.stats.govt.nz/browse_for_stats/population/Migration/international-travel-and-migration-info-releases.aspx).

## 4. Survey method

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The CDS draws its respondents from people attending *multi-day* conferences and conventions in the 13 participating regions. A sample of 2,500 participants is required each year, and the Ministry expects that a mix of conference size, duration and locations will be included in the sample. All 13 regions should be represented.

This data was weighted so that the sample is indicative of the target delegate population and represents any sub groups that may exist among the delegates.

The detection of outliers and imputation of the data has been conducted for total spend by delegate origin, per person spend and per night spend. The CDS weighting process does not allow for information on spend per region to be calculated.

Delegates were asked to report how many days of the event they attended (all delegates); the number of nights they stayed in the city that hosted the convention or conference (domestic and international delegates) and how many nights they stayed in total in New Zealand, including the time spent at the convention or conference (only international delegates).

Delegate spend is calculated on a per person basis of the delegate attending the conference however, spend or costs relating to non-delegates are excluded (i.e. for accompanying persons or family) and is weighted to the population. The weighting process does not take into account the distribution of delegates across New Zealand, therefore, providing information on spend per region is not possible. International delegates are asked to report their spending in New Zealand, excluding international airfares as well as expenditure relating to buying or maintaining property. Domestic delegates are asked to report spend relating to visiting the city that is hosting the convention or conference, while local delegates are asked to provide the cost of attending the convention or conference. In all cases delegates are asked to include anything that others (e.g. employers) paid towards their costs.

## Glossary and acronyms

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Business Event	Refers to meetings, incentives, conferences and exhibitions.
CAS	Convention Activity Survey
CDS	Convention Delegate Survey
CRP	Convention Research Programme (Comprises the Convention Delegate Survey and the Convention Activity Survey).
Delegate	Those people who attended the conference and includes registered delegates, exhibitors, speakers and presenters
Delegate nights	Number of nights spent in the event region for domestic visitors. For international visitors delegate nights include all nights spent in New Zealand.
Domestic delegate	A New Zealand resident that travels more than 40 km one way to attend an event
Event days	Number of days attended at the conference/convention.
ITM	International Travel and Migration data reported by Statistics New Zealand
IVS	International Visitor Survey. The IVS measures the travel patterns and expenditure of international visitors to New Zealand. Data includes expenditure, places visited, activities/attractions, accommodation and transport.
Local delegate	A New Zealand resident that travels less than 40 km one way to attend an event
Per person spend	Total spend divided by the number of people in each person's party.

## Appendix 1: CDS year ending December 2016 tables

Table 2: Visitor nights

Origin	Total nights				Nights in the event region				Outside the event region			
	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15
Local												
Other New Zealand	510,160	476,128	613,040	29%	510,160	476,128	613,040	29%				
Total international	385,050	370,356	391,913	6%	262,560	254,406	274,099	8%	122,490	115,950	117,814	2%
(international-Australia)	182,540	196,666	193,240	-2%	141,881	152,817	155,562	2%	40,659	43,849	37,678	-14%
(international-Other)	202,510	173,690	198,673	14%	120,679	101,589	118,537	17%	81,831	72,101	80,136	11%
Total	895,210	846,484	1,004,953	19%	772,720	730,534	887,139	21%	122,490	115,950	117,814	2%

Table 3: Visitor nights per delegate

Origin	Average nights				Average nights in the event region				Average nights outside the event region			
	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15
Local												
Other New Zealand	2.9	2.9	3.0	3%	2.9	2.9	3.0	3%				
Total international	6.5	5.8	6.0	3%	4.5	4.0	4.2	5%	2.1	1.8	1.8	0%
(international-Australia)	4.9	4.8	4.9	2%	3.8	3.7	4.0	8%	1.1	1.1	1.0	-9%
(international-Other)	9.4	7.6	7.7	1%	5.6	4.4	4.6	5%	3.8	3.1	3.1	0%
All	3.8	3.7	3.7	0%	3.3	3.2	3.3	3%	0.5	0.5	0.4	-20%

Table 4: Delegates and delegate-days at event

Origin	Event days				Average event days				Number of delegates			
	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15
Local	325,917.0	351,456.0	400,728.0	14%	2.4	2.7	2.4	-11%	133,577.0	132,185.0	164,019.0	24%
Other New Zealand	496,079.0	470,439.0	597,176.0	27%	2.8	2.8	2.9	4%	174,915.0	166,876.0	204,563.0	23%
Total international	191,831.4	201,930.7	215,485.1	7%	3.3	3.1	3.3	6%	58,840.0	64,215.0	65,161.0	1%
(international-Australia)	106,262.0	122,878.0	121,308.0	-1%	2.8	3.0	3.1	3%	37,326.0	41,226.0	39,292.0	-5%
(international-Other)	85,570.0	79,052.0	94,178.0	19%	4.0	3.4	3.6	6%	21,514.0	22,989.0	25,869.0	13%
All	1,013,826.0	1,023,826.0	1,213,389.0	19%	2.8	2.8	2.8	0%	367,332.0	363,276.0	433,743.0	19%

Table 5: Visitor expenditure

Origin	Total delegate spend				Spend per delegate				Spend per-night			
	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15	2014	2015	2016	Change 16-15
Local	108,598,417	95,594,091	141,288,071	48%	813	723	861	19%	483	509	504	-1%
Other New Zealand	250,390,998	246,459,227	315,620,902	28%	1,432	1,477	1,543	4%	304	350	334	-5%
Total international	117,157,424	129,620,301	130,916,038	1%	1,991	2,019	2,009	0%	374	390	372	-5%
(international-Australia)	68,327,193	76,656,989	71,842,748	-6%	1,831	1,859	1,828	-2%	241	305	297	-2%
(international-Other)	48,830,230	52,963,312	59,073,290	12%	2,270	2,304	2,284	-1%	406	440	438	0%
All	476,146,839	471,673,619	587,825,010	25%	1,296	1,298	1,355	4%	406	440	438	0%

## Appendix 2: CDS questionnaire

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*After registering their emails, conference names and trip end dates above, we will send an email invitation to the Part 2, the actual questionnaire, two days following their trip end date.*

Welcome to the Convention Delegate Survey!

This survey will ask you a series of questions about the trip on which you attended [conference/convention]. We will ask about:

- The duration of your trip;
- Where you spent your time;
- Who you travelled with; and
- The amount you spend over the course of your trip.

The data you submit will be aggregated and will not be identifiable. It will be used to analyse the role the conventions and incentives industry plays in New Zealand's tourism economy.

You can find our privacy policy [here - link to Malatest privacy policy]. If you have any questions please email... or call NZ toll-free....

Click here to begin the survey.

1. Did you attend the [year] [conference/convention] in [city]?

- a. Yes → **go to 2.**
- b. No → **Exit to thank page.**

*Conference/convention based on answers in registration.*

2. Did you participate as a:

- a. Registered delegate
- b. Exhibitor
- c. Presenter / Speaker
- d. Other (please specify)

*Radio buttons, pick multiple. Free text box for other*

3. How many days did you personally attend the event?

*Numerical box, number of days, maximum 10*



4. Where did you last live for 12 months or more?

- a. New Zealand → **go to 15**
- b. Other country (please specify) → **go to 5**

*Radio buttons - select one. Free text box for other country*

5. How many nights did you stay in total in [city] where the conference/convention was held?

- a. Number of nights

*Numeral box, maximum 30*

6. How many nights did you stay in New Zealand in total, including the time spent at the conference/convention?

- a. Number of nights

*Numeral box, maximum 30*

7. Please mark one response to show your main reason for going to New Zealand on this visit.

- a. Holiday/Vacation
- b. Visiting friends/relatives
- c. Business
- d. Education
- e. Conference/Convention
- f. Other

*Radio buttons, select one. Free text box for other*

We are going to ask you about the cost of your recent visit to New Zealand.

8. Was your visit to New Zealand:

- a. Alone → **Go to 11**
- b. With other people

*Radio buttons, select one.*

9. Would it be easier for you to tell us about:

- a. What the visit to New Zealand cost **just for you** → **go to 11**
- b. What the visit cost **for you and another person/people** → **go to 10**

*Radio buttons, select one.*

10. Please show the number of people whose cost you will be answering questions about:

- a. Number aged 15+ **including yourself**
- b. Number aged **less than 15**

*Numerical boxes for each option, limit 10*

11. We do NOT want to know about airfares to and from NZ. We want to find out about the rest of the cost for the visit to NZ. Which of these would be easier for you to do?
- a. Put the total in on the bottom row of the table below and then leave the rest blank.
  - b. Put the amounts on each line of the table below and let the computer add them up.

*Radio buttons, select one.*

12. Would it be easier for you to tell us the costs:
- a. In New Zealand dollars.
  - b. In your own currency (specify)?

*Radio buttons, select one - if b is selected, user must choose from a drop down box of currencies*

13. Cost of [your visit to NZ / the visit to NZ by you and those you are answering for – based on answer to question 10]

Please **include**:

- [What you spent yourself / what you and those you are answering for – based on answer to question 10] spent on the visit tot NZ
- The cost of any registration fees paid for the conference/convention  
AND
- anything that others paid towards the cost of that visit

**Please remember to include anything paid for by a business or employer**

Please do **NOT** include:

- international airfares
- Cost of [buying or maintaining a house/flat/timeshare]

	<b>Amount in [currency - based on selection in 12]</b>
Costs <b>paid for before you went to NZ</b> Do <b>not</b> include any international airfares	<i>Numerals</i>
Costs <b>paid for while you were in NZ</b> - amount paid by credit card	<i>Numerals</i>
- amount paid with Travel Card, Cash Card i.e. any card that you can load with money in the currency of the country you are visiting and can then use to pay for things and to draw out cash	<i>Numerals</i>
- amount paid by debit card	<i>Numerals</i>
- amount paid by travellers cheques	<i>Numerals</i>
- amount paid in cash	<i>Numerals</i>
- amount paid another way	<i>Numerals</i>

If you need another row, press this button

*Total should be auto-populated based on row entries*

<b>Total cost</b> of [your visit to NZ/the visit to NZ by you] and those you are answering for] <b>Include</b> costs paid before and during your visit to New Zealand <b>Not</b> including any international airfares <b>NOT</b> including cost of [buying / maintaining house / flat / timeshare]	<i>Numerals</i>
--	-----------------

*Total should be auto-populated based on row entries*

**14.** Do you have any comments about [region] as a conference/convention destination?

*Free text box*

**Qs for Regional visitors to the conference/convention**

**15.** Where in New Zealand do you currently live?

- a. The same region as the conference/convention I attended → **go to 24**
- b. Another region (please specify)

*Radio buttons, drop down list for b with all regions – Northland, Auckland, Waikato, Bay of Plenty, Gisborne, Hawke’s Bay, Taranaki, Manawatu-Wanganui, Wellington, Tasman, Nelson, Marlborough, West Coast, Canterbury, Otago, Southland*

**16.** How many nights did you spend in total in [city] where the event was held?

- a. Number of nights

*Numeral box*

17. Please mark one response to show your main reason for this visit to [city].

- a. Holiday/Vacation
- b. Visiting Friends/relatives
- c. Business
- d. Education
- e. Conference/Convention
- f. Other (specify)

*Radio buttons, select one. Free text box for Other*

We're now going to ask you about the cost of your recent visit to [city].

18. Was your visit to [city]:

- a. Alone? → **go to 21**
- b. With other people?

*Radio buttons, select one*

19. Would it be easier for you to tell us about:

- a. What the visit to [city] cost **just for yourself** → **go to 21**
- b. What the visit cost **for you and another person / people** → **go to 20**

*Radio buttons, select one*

20. Please show the number of people whose cost you will be answering questions about:

- a. Number aged 15+ **including yourself**
- b. Number aged **less than 15**

*Numeral box for both*

21. We want to find out about the cost for this visit to [city], including any domestic airfares and conference/convention registration costs. Which of these would be easier for you to do?

- a. Put the total in on the bottom row of the table below and then leave the rest blank  
OR
- b. Put in the amounts on each line of the table below and let the computer add them up.

*Radio buttons, select one*

22. Cost of [your visit to [city] / the visit to [city] by you and those you are answering for]

**Include:**

- [What you spent yourself / what you and those you are answering for] spent on the visit to [city] Domestic airfares
- Conference/convention registration fees

**AND**

- anything that others paid towards the cost of that visit

Remember to include anything paid for by a business or employer

	<b>Amount</b>
Costs <b>paid for before you went to [city]</b> <b>Include</b> any domestic airfares <b>Include</b> conference registration fees	<i>Numerals</i>
Costs <b>paid for while you were in [city]:</b>	
- amount paid by credit card	<i>Numerals</i>
- amount paid by debit card, EFT POS	<i>Numerals</i>
- amount paid in cash	<i>Numerals</i>
- amount paid another way	<i>Numerals</i>

If you need another row, press this button

*Total should be auto-populated based on row entries*

<b>Total cost</b> of [your visit to [city] / the visit to [city] by you and those you are answering for] <b>Include</b> costs paid before and during your visit to [city] <b>Include</b> domestic airfares <b>Include</b> conference/convention registration fees	<i>Numerals</i>
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*Total should be auto-populated based on row entries*

23. Do you have any comments about [region] as a conference/convention destination?

*Free text box*

**Qs for Local residents attending the conference/convention**

24. We want to find out about the cost for of your attendance at the conference/convention, including any registration costs. Which of these would be easier for you to do?

- a. Put the total in on the bottom row of the table below and then
- b. Leave the rest blank

**OR**

c. Put in the amounts on each line of the table below and let the computer add them up.

**25. Cost of attendance at the conference/convention**

**Include:**

- Conference/convention registration fees

**AND**

- anything that others paid towards the cost of your attendance at the conference/convention

Remember to include anything paid for by a business or employer

	<b>Amount</b>
<b>Costs paid for before you went to the conference/convention</b> <b>Include</b> any conference registration fees	<i>Numerals</i>
<b>Costs paid for while you were at the conference/convention</b>	
- amount paid by credit card	<i>Numerals</i>
- amount paid by debit card, EFT POS	<i>Numerals</i>
- amount paid in cash	<i>Numerals</i>
- amount paid another way	<i>Numerals</i>

If you need another row, press this button

*Total should be auto-populated based on row entries*

<b>Total cost</b> of attending the conference/convention <b>Include</b> costs paid before and during the conference/convention <b>Include</b> conference/convention registration fees	<i>Numerals</i>
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*Total should be auto-populated based on row entries*

**26. Do you have any comments?**

*Free text box*

Thank you for participating in the CDS – we appreciate your time.