

## 2021 Conference and AGM

### PAYMENT TERMS:

- All fees include Goods and Services Tax (GST) of 15% and are in New Zealand Dollars (NZD).
- Registration fees are payable online by VISA or MasterCard, or by direct credit.
- Registrations are not fully confirmed until payment has been received.
- Payment by invoice is required within 14 days from the date of registration or before **31 July 2021**, whichever date is the earliest.
- Online credit card payments are processed via Windcave, our secure payment gateway. To view Windcave security information please follow this link: [Windcave | Ecommerce Security and Encryption | EFTPOS | Payment Gateway | Online Credit & Debit Card Processing](#)

### PRIVACY AND EMAIL POLICY:

New Zealand Nurses Organisation Inc (hereafter referred to as NZNO), does not collect any personal information from your computer or mobile device while you are browsing its website. However, site usage data can be obtained, because the site uses Google Analytics, but it will not result in you, as a user, being identified by us.

### CONFERENCE REGISTRANTS:

The information requested by the registration process is for use by the NZNO to facilitate this conference. Registration data is retained by us for the collection of statistics and for the general purposes set out below.

### USE OF INFORMATION GENERALLY:

All information we hold may also be used by NZNO for:

- The technical operation, maintenance, administration and support of the conference/forum registration process,
- Otherwise supporting you, reporting upon, improving and planning our conference/forum services,
- You may opt out of receiving event communications from NZNO at any time by contacting the Event Organiser below. By doing so, you will no longer receive important information relating to registration updates, such as a change to flight or accommodation bookings.

### CONDITIONS OF ATTENDANCE:

- **Tuesday, 14 September 2021 - College and Section Meeting & National Student Unit (NSU) AGM**  
Authorised representatives under *Clause 27* of the NZNO Constitution must attend the NZNO AGM to benefit from subsidised travel and accommodation. This meeting is restricted to College and Section members only.
- **Wednesday, 15 September 2021 - NZNO Conference and Awards Dinner**  
Authorised representatives attending the NZNO AGM are not required to attend the conference and/or awards dinner; however, may attend if they wish at no additional charge.
- **Wednesday, 15 September 2021 - NZNO Conference Day ONLY**  
A fee applies for both NZNO members and non-members attending the Conference Day only. Attendance under this category is not eligible to subsidised travel or accommodation.
- **Thursday, 16 September 2021 - NZNO Annual General Meeting (morning)**  
Members attending the NZNO AGM must be authorised representatives of regions, sections, colleges and membership groups as per NZNO Constitution *Clause 27*.  
All other NZNO members who wish to attend the AGM but are not eligible as per *Clause 27* above, may do so; however, these members will not be eligible for travel and accommodation subsidies and shall have no vote.

- Accommodation is subsidised for authorised representatives (refer above conditions) under the following registration categories:
- NZNO AGM, College and Sections Meeting (or NSU AGM) and Conference Day.
  - If you are attending the AGM **only**, and are required to fly from Whangarei, Whakatāne, Queenstown, Hokitika or live more than 1 hour's drive from **Dunedin Airport**, you will be flown to Wellington the night before and provided with accommodation.
  - If you live less than 80km to the Wellington CBD, you are **not entitled to accommodation**. You are, however, entitled to travel cost reimbursement upon providing a full GST invoice/receipt. NZNO will reimburse the most cost effective method of travel ie by public transport.
  - If you select 'motor vehicle' or 'carpool' as an option and live more than 80km from the Wellington CBD, you are entitled to travel reimbursement. Please contact the Conference Organiser to arrange a Hertz rental car (for carpooling). Should you wish to use your private motor vehicle, reimbursement of travel costs will be based on the lower of the current NZNO Hertz rental equivalent or the IRD mileage rate.

#### **CANCELLATION AND REFUND POLICY:**

- Minimum and maximum numbers apply.
- Registrations will be accepted on a first come/first serve basis (provided payment has been received if applicable).
- NZNO organises and pays for flights for authorised representatives. Once flights have been confirmed (ticketed), any changes may be made directly with NZNO travel provider (Tandem Travel), and any change fees and/or fare differences will be the **responsibility of the traveller**. Tandem Travel will require payment before any changes are made.
- NZNO reserves the right to on-charge any loss incurred due to cancelling your registration after **5.00pm 31 July 2021**. **All cancellations must be notified in writing to the Conference Organiser, by emailing [conference@nzno.org.nz](mailto:conference@nzno.org.nz)**

#### **PHOTOGRAPHER:**

A professional photographer may be engaged to record this event. It is understood by those participating in these photographs that, by doing so, permission is automatically granted to the NZNO or any third party acting on its behalf, to use, publish and/or copyright photographic portraits or pictures taken of, or including you, in printed and/or electronic marketing material including, but not limited to, publications, brochures, advertising, proposals, media announcements, NZNO social media channels and the NZNO web publishing for an indefinite period. Furthermore, you give permission to examine, approve and release the completed products on your behalf.

You agree to release the NZNO, or any third party acting on its behalf, from any liability relating to the quality or appearance of the photographic portraits or pictures taken, whether intentional or otherwise, including any claim for libel or invasion of privacy.

The image will remain the property of the NZNO and will not be released to any other organisation or individual without your prior permission.

This AGM and Conference is presented by the **New Zealand Nurses Organisation**, Findex House, 57 Willis Street, Wellington 6011.

For more information please email:

[conference@nzno.org.nz](mailto:conference@nzno.org.nz)

[www.nzno.org.nz](http://www.nzno.org.nz)