

Terms and Conditions

for the

COINN 2019

Registration Terms and Conditions

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration on or prior to 25 March 2019 you will receive a refund less a cancellation fee of \$150. Cancellations made after 25 March 2019 are non-refundable.
- Full payment for registration fees must be received prior to the Conference.
- The Privacy Act 1993 provides that, before your name and contact details can be published in a list of participants you must give your consent. If you select 'Yes, I do want my details to be included in the list of participants' on the registration form or by email, your details may be distributed to:
 - a) Conference delegates
 - b) Organisers of future COINN events
 - c) Participants who download the Conference App
- If, for reasons beyond the control of the Organising Committee, the Conference is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- By registering for the Conference you are confirming consent for any video and photographs taken at the Conference which you are in may be used by the Council in promotion of the Conference.

Personal Data Collected

- We ask for your personal data to facilitate your registration for this event.
- You retain the right to ask us about your personal data at any time. Please contact us at coinn2019@tcc.co.nz with any inquiries you may have.
- You retain the right to withdraw consent to use your personal data at any time. Please be aware that a withdrawal of consent before the start of this event will incur a full event cancellation and cancellation fees as noted in the above Registration Terms and Conditions.
- Please contact us at coinn2019@tcc.co.nz with any inquiries you may have.
- Your personal data will be retained by us for up to 24 months after the conclusion of this event.
- Your data will be shared with other organisations and third parties in order to
- process your registration. These will include:
 - Microsoft Azure
 - Payment Express, our authorised ecommerce provider
 - Any hotel you make a reservation with via The Conference Company
- You retain the right to request that we forget or anonymize your personal data. If you have attended any event with us, we will retain any financial, tax or event attendance records for reporting reasons, but on request, will remove all personal data from our database, leaving an anonymized" record for reporting reasons.

Accommodation Terms and Conditions (if applicable)

- Prices are in NZ dollars and include Goods and Services tax of 15%
- Please read the terms and conditions carefully as strict cancellation policies are in place at all hotels.

Rydges Hotel

- One nights deposit for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 28 January 2019 this payment is refundable. If you cancel your reservation on or after 28 January 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.

- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- All prices are inclusive of up to 2 guests in a room.
- Check-in time is 2.00pm. Check-out time is 10.00am.

Sky City Hotel and Sky City Grand Hotel

- Full payment of your accommodation will be charged against your credit card to secure your reservation.
- Prior to 28 January 2019 this payment is refundable. If you cancel your reservation on or after 28 January 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel will apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 3.00pm. Check-out time is 11.00am.

Ibis Budget Auckland Central

- Full payment of your accommodation will be charged against your credit card to secure your reservation.
- Prior to 28 January 2019 this payment is refundable. If you cancel your reservation on or after 28 January 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- All prices are inclusive of up to 2 guests in a room.
- Check-in time is 2.00pm. Check-out time is 10.00am.