

## **Terms and Conditions**

**for the**

### **HiNZ Conference**

*18 – 22 November 2019, Claudelands, Hamilton, New Zealand*

#### **Registration Terms and Conditions**

- Full payment for registration fees must be received prior to the Conference.
- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration on or prior to 30 September 2019 you will receive a refund less a cancellation fee of \$105.00 + GST. Cancellations made after 30 September 2019 are non-refundable.
- 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) Meeting delegates, sponsors and exhibitors
  - b) Organisers of future Health Informatics New Zealand 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 Association in promotion of the Conference.

#### **Personal Data Collected**

##### **[Click here to view the Data Processing Consent Policy](#)**

- We ask for your personal data to facilitate your participation in this event. Your data will be used solely for this event and under no circumstances be sold or used for other purposes.
- Your personal data will be automatically anonymised 24 months after the conclusion of this event.
- You retain the right to request that we forget or anonymise 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 anonymised record for reporting reasons. Please contact us at [hinz2019@theconferencecompany.com](mailto:hinz2019@theconferencecompany.com) with any inquiries you may have.
- Your data may be shared with other logistical organisations and third parties in order to deliver this event. Only data relevant to their specific role will be made available to them. Please see the [Data Processing Consent Policy](#) for a list of third parties.

### **Accommodation Terms and Conditions (if applicable)**

- Prices are in NZ dollars and include Goods and Services tax of 15%
- Rates provided for each of the hotels are specific to the Conference dates only.

#### ***Distinction Hamilton Hotel & Conference Centre***

- All reservations are made directly with the hotel rather than going through The Conference Company. The link will be available on the Conference website in April 2019.
- A deposit of one night will be charged against your credit card to secure your reservation.
- Prior to 15 October 2019 this payment is refundable. If you cancel your reservation on or after 15 October 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- The hotel will provide you a full tax invoice upon check out.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- Twin occupancy will incur an additional \$25 fee.
- 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.
- Check-in time is 1400. Check-out time is 1000.

#### ***Ibis Tainui Hamilton***

- Full payment for your stay will be charged against your credit card to secure your reservation.
- Prior to 16 August 2019 or this payment is refundable. If you cancel your reservation on or after 16 August 2019 fail to check in on the arrival date you have specified, this payment will not be refunded.
- The hotel will provide you a full tax invoice upon check out.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- Twin occupancy will incur an additional \$20 fee.
- 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.
- Check-in time is 1400. Check-out time is 1100.

**Novotel Tainui Hamilton**

- Full payment for your stay will be charged against your credit card to secure your reservation.
- Prior to 16 August 2019 this payment is refundable. If you cancel your reservation on or after 16 August 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- The hotel will provide you a full tax invoice upon check out.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- Twin occupancy will incur an additional \$27.50 fee.
- 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.
- Check-in time is 1400. Check-out time is 1100.

**Quest Hamilton**

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- If you cancel your reservation on or before 15 October 2019 a 10% cancellation fee, based on the value of your total booking will apply. If you cancel your reservation after 15 October 2019 or fail to check in on the arrival date you have specified, this payment will not be released.
- The Conference Company will provide you with a GST invoice for this hotel.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- Different rates apply depending on the length of the stay. If you originally book for 4 nights or more and reduce your booking to 3 nights or less, the rate per night will increase. As at February 2019 the rate for 1-3 nights is \$245 per night and for 4 nights minimum is \$235 per night.
- There is no additional fee for twin occupancy.
- 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.
- Check-in time is 1400. Check-out time is 1000.