

## Terms and Conditions

for the

### Looking Ahead Symposium 2022

*2-3 May 2022, Te Pae Christchurch Convention and Exhibition Centre, Christchurch*

#### Registration Terms and Conditions

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- To cancel your registration please email [LAS2022@theconferencecompany.com](mailto:LAS2022@theconferencecompany.com)
- The Privacy Act 2020 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:
  - Organisers of future New Zealand Infrastructure Commission events
- If the Looking Ahead Symposium is unable to be held due to Government imposed COVID-19 lockdown levels the Organising Committee's intention is to postpone the Symposium
- By registering for the Symposium, you are confirming consent for any video and photographs taken at the Symposium in which you may appear, to be used by the Society in promotion of the Symposium.
- By registering for the Symposium, you are consenting for your data to be used as per the "Personal Data Collected" terms below. If you decide against your data being used, your registration will be cancelled less the cancellation fee above.

#### Covid-19

- In the interests of the health and safety of everybody attending the **Looking Ahead Symposium 2022** and in keeping with current government guidelines for an event of this size, the Symposium Hosts require all attendees and speakers to have and be able to display a current My Vaccine Pass and to abide by any additional protocols that might apply at the time of the Symposium.

#### 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.
- Please contact [LAS2022@theconferencecompany.com](mailto:LAS2022@theconferencecompany.com) with any inquiries you may have.

## **Participant Conduct**

You will conduct yourself in a professional manner that is free from any form of discrimination, harassment, or retaliation.

You will treat all participants with respect and consideration to create a collegial, respectful, inclusive, and professional environment at the Looking Ahead Symposium 2022 both in person and/or virtually.

## **Legal Claim**

This agreement is subject to the law of New Zealand. In the event of any legal claims arising from either party, New Zealand shall be the sole court of jurisdiction.

## **Programme**

Looking Ahead Symposium 2022 Committee reserve the right to modify the programme, which is published as an indication only.

## **Accommodation**

### ***Novotel Cathedral square***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Thursday 31<sup>st</sup> March 2022 this payment is refundable. If you cancel your reservation on or after 31<sup>st</sup> March 2022 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.
- Check-in time is 2pm. Check-out time is 11am.