

Terms and Conditions for the 23rd IUHPE World Conference on Health Promotion

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 28 November 2018 you will receive a refund less a cancellation fee of \$100. Cancellations made after 28 November 2018 are non-refundable.
- The Privacy Act 1988 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, sponsors and exhibitors
 - b) Organisers of future IUHPE conferences and events
- 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

- 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 iuhpe@theconferencecompany.com 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 iuhpe@theconferencecompany.com 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, the cloud computing platform the events database is hosted from.
 - Payment Express, our authorised ecommerce provider.
 - Any hotel you have a reservation with via The Conference Company.
 - Caterers. Where you have indicated a dietary restriction this will be provided to any catering company contracted for the event.
 - The conference app supplier.
 - Sponsors. Please note, in a separate privacy section of the registration form, you can opt in or out of your information being shared with sponsors.
 - AV Company that receives Speaker presentations.
 - Travel agencies and suppliers that assist with flight or ground transport bookings.
 - Website developer

- Collateral designer and printer e.g. Printed handbooks, programs
- International Union for Health Promotion and Education
- Health Promotion Forum of New Zealand
- 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 New Zealand dollars and include Goods and Services Tax of 15%

Copthorne Hotel Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 1 October 2018 this payment is refundable. If you cancel your reservation on or after 1 October 2018 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 2.00pm Check-out time is 10.00am.

Holiday Inn Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 12 February 2019 this payment is refundable. If you cancel your reservation on or after 12 February 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.
- Check-in time is 3.00pm Check-out time is 11.00am.

Ibis Hotel Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 12 February 2019 this payment is refundable. If you cancel your reservation between 12 February 2019 and 15 March 2019 a cancellation fee equal to the cost of one nights' accommodation will be incurred and the balance will be refunded. If you cancel your reservation after 15 March 2019 or fail to check in on the arrival date you have specified, a cancellation fee equal to the full cost of accommodation will be incurred and you will not receive a refund of payment.
- 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 2.00pm Check-out time is 11.00am.

Jet Park Hotel Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 1 March 2019 this payment is refundable. If you cancel your reservation on or after 1 March 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.
- Check-in time is 2.00pm Check-out time is 10.00am.

Millennium Hotel Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 1 October 2018 this payment is refundable. If you cancel your reservation on or after 1 October 2018 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 2.00pm Check-out time is 10.00am.

Novotel Rotorua Lakeside Hotel

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 12 February 2019 this payment is refundable. If you cancel your reservation between 12 February 2019 and 15 March 2019 a cancellation fee equal to the cost of one nights' accommodation will be incurred and the balance will be refunded. If you cancel your reservation after 15 March 2019 or fail to check in on the arrival date you have specified, a cancellation fee equal to the full cost of accommodation will be incurred and you will not receive a refund of payment.
- 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 2.00pm Check-out time is 11.00am.

Prince's Gate Hotel Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 1 March 2019 this payment is refundable. If you cancel your reservation on or after 1 March 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.
- Check-in time is 2.00pm Check-out time is 10.00am.

Rydges Rotorua

- A deposit of one night will be charged against your credit card to secure your reservation.
- Prior to 1 March 2019 this payment is refundable. If you cancel your reservation on or after 1 March 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.
- Check-in time is 2.00pm Check-out time is 11.00am.

Sudima Lake Rotorua

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 12 February 2019 this payment is refundable. If you cancel your reservation between 12 February 2019 and 15 March 2019 a cancellation fee equal to 50% of full payment will be incurred. If you cancel your reservation after 15 March 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.
- Check-in time is 2.00pm Check-out time is 11.00am.