

**Terms and Conditions**  
**for the**  
**Project Management Conference 2017**

**Registration Terms and Conditions**

- Full payment for registration fees must be received prior to the Meeting.
- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration on or prior to 4<sup>th</sup> August 2017 you will receive a refund less a cancellation fee of \$75. Cancellations made after 4<sup>th</sup> August 2017 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 Project Management Institute of New Zealand events
- If, for reasons beyond the control of the Organising Committee, the Meeting is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- By registering for the Meeting you are confirming consent for any video and photographs taken at the Meeting which you are in may be used by the Association in promotion of the Meeting.

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

- Prices are in NZ dollars and include Goods and Services tax of 15%

***Crowne Plaza***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 17 July 2017 this payment is refundable. If you cancel your reservation on or after 17 July 2017 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 3pm. Check-out time is 11am.

***Rendezvous Hotel***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 15 June 2017 this payment is refundable. If you cancel your reservation on or after 15 June 2017 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.