



Early Bird registration and use of photography / video

Early bird registrations that remain unpaid at the beginning of conference, **Thursday 10 August 2023** will be automatically increased to the standard registration rate.

By registering or attending this event, registrants give permission for their images captured during the event through video, livestream and/or photo to be used in promotional and commercial materials, publications and on related websites.

By registering or attending for this event registrants and attendees give permission for their contact information to be included into the newsletter list for future conferences.

Credit cards

Please be advised our payment service provider Centium Software, is PCI DSS Level 1 compliant. This means, your card holder data is protected to the highest possible levels, from data entry into our online registration sites, through to payment into the banks.

You will be charged a merchant fee of 3%, to be added to your total, should you choose to pay your registration/accommodation via credit card.

Cancellation policy

Should you be unable to attend once you have registered, you may reassign your registration to another person. Please note you must advise the Conference Secretariat via emailing rachael@hardingconsultants.co.nz

Registration cancellations will not be accepted unless made in writing. Cancellations made on or before **Monday 10 July 2023** will be refunded less 30% to cover administration costs. Please note that all cancellation fees are payable irrespective of whether the invoice for registration has been paid or not at the time of cancellation. No refunds or credits will be given after **Monday 10 July 2023**

If, for reasons beyond the control of Trafinz 2023 conference and the conference organisers (Harding Conferences), the conference is cancelled, the registration fee will be refunded after the deduction of expenses already incurred.

Insurance

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel insurance and medical insurance prior to the conference. The policy should include loss of fees through cancellation of your participation in the conference itself, loss of airfares for any reason, medical expenses and repatriation should travel arrangements have to be altered. In the event of industrial disruptions or natural disasters the meeting secretariat cannot accept responsibility for any financial or other losses incurred by delegates. Nor can the secretariat take responsibility for injury or damage to property or persons occurring during the conference or associated activities. Insurance is the responsibility of the individual delegate.

Accommodation cancellation policy

The conference has secured a block booking as indicated on the accommodation page. Rooms will be allocated on a first-in basis until **Friday 7 July 2023**, as long as there are rooms available. After that date, all unallocated rooms will be released and no guarantee can be made that rooms will be available. If you



cancel your accommodation after **Friday 7 July 2023** or you are a "no show" you will be charged a cancellation fee levied by the accommodation provider.

Disclaimer

All best endeavours will be made to present the programme as displayed on the conference website. CETANZ 2023 conference and its agents reserve the right to alter without prior notice, any of the arrangements, timetables, plans or other items relating to the conference, for any cause beyond its reasonable control. CETANZ 2023 and the conference organisers are not liable for any loss or inconvenience caused as a result of such alteration. In the event of unforeseen circumstances, CETANZ 2023 and the conference organisers do not accept responsibility for loss of monies caused by delays and/or cancellation. Delegates are advised to take out personal travel insurance and to extend their policy to cover personal possessions. The conference does not cover individuals against cancellations of any bookings or theft or damage to belongings.

Acknowledgement, waiver and release from liability

Please read this acknowledgement, waiver and release from liability carefully before finalising your online registration.

I understand that participating in CETANZ 2023 may involve travel on public and private roads. The hazards include, but are not limited to traveling via car or bus, actions of other participants or the general public, weather conditions and my physical and mental state of health. In my judgement, I am fit and well enough to participate in the conference safely. I note that any physical activity I opt to take part in, including any field trips, will be outlined to me in detail at a later date, including the route to be taken. I will then sign that I have sighted this route via the attendee app onsite at conference. I agree to abide by the rules of the conference providers and to the extent allowed by law, release CETANZ, NULCA, the Conference Organisers and sponsors from any liability to me or my/their successors, and I agree to participate at my own risk.

Full registrations

- Access to all conference plenary and/or concurrent sessions
- Access to the exhibition
- Morning break, lunch and afternoon break (Thursday 10 – Friday 11 August)
- Ticket to the Welcome Function (Wednesday 9 August) and Conference Dinner (Thursday 10 August)
- Conference bag
- Name badge and lanyard



Single day registration

- Access to all conference plenary and/or concurrent sessions on selected day
- Access to the exhibition on selected day
- Morning break, lunch and afternoon break for selected day
- Conference bag
- Namebadge and lanyard

Exhibitor registration

- Morning break, lunch and afternoon break (Wed 6 - Fri 8 September)
- Sponsor gifts (if appropriate)
- Ticket to the networking function
- Name badge and lanyard

Social Functions

Single day registrants can purchase tickets for the Icebreaker function at an additional cost of \$86.25 inc GST

Exhibitors, Single Days and Advocates can purchase tickets for the awards dinner at an additional cost of \$172.50 inc GST