

# New Zealand Disability Employers' Network Disability Inclusive Pathways Conference Terms and Conditions

**Version 2.0 14/03/2024**

Prior to registering, you must acknowledge and accept the [Conference Terms & Conditions](#). Should you not wish to accept the Terms & Conditions you should not register. Submission of a registration is regarded as affirmation of your acceptance of these Terms & Conditions.

The NZDEN Disability Inclusive Pathways Conference (the "Conference") will take place as follows: **6<sup>th</sup> and 7<sup>th</sup> August 2024** at the **Novotel Rotorua Lakeside Hotel** in Rotorua. An additional pre-conference event will be held on **Monday 5<sup>th</sup> August 2024**.

The conference is operated by the New Zealand Disability Employers' Network Limited (henceforth NZDEN).

## Acceptance of Policies and Registration Conditions

The following Conference Registration Terms & Conditions (the "Terms & Conditions") apply to the NZDEN Disability Inclusive Pathways Conference events. Prior to your registration, you must acknowledge and accept the Terms & Conditions contained herein. Should you not wish to accept the Terms & Conditions you should not register.

Submission of a registration is regarded as affirmation of your acceptance of these Terms & Conditions.

## Bookings

All applications to register for the Conference are subject to availability and Applicants making full payment. An Invoice/receipt confirming your registration will be sent to you within five (5) working days of receipt of your Conference payment.

## Event Pricing

All prices are listed in New Zealand dollars (NZ\$) and exclude New Zealand Goods and Services Tax (GST). All transactions are billed in New Zealand dollars (NZ\$).

## Payment

All fees must be settled prior to the conference. If you arrive on-site at Conference with a balance due, you will be required to pay the full amount outstanding prior to attending the Conference.

Payment is available through the following methods using our Humanitix booking system -

- Invoice - in the name of your organisation to be paid by bank deposit

- Payment gateway – immediately processed on our Humanitix booking system
  - Credit card
  - AfterPay
  - Zip

## Payment by invoice

When paying by invoice, the fee for the Conference must be settled in full either 28-days from registration, or prior to the event, whichever is the earlier. If you arrive on-site at Conference with a balance due, you will be required to pay the full amount outstanding prior to attending the Conference.

## Payment by credit card, AfterPay and Zip

When paying by credit card, AfterPay, or Zip, payment will be considered paid in full at the completion of the transaction on our Humanitix booking system.

Payments by American Express will incur additional fees.

## Conference Fee

Except where explicitly stated, the Conference Fee is an “All Inclusive Fee” which includes such costs as venue hire, audio visuals, presenter fees, catering, entertainment, functions, and administration. Other than as per the Cancellation Policy below no refund or discounts will be offered should you not attend any Conference Functions or any sessions of the Conference.

Tickets to the conference dinner and accommodation can be purchased as an add-on to your ticket. Other than as per the Cancellation Policy below no refund or discounts will be offered should you not attend the Conference.

## Conference dinner

A conference dinner will take place on the evening of **Tuesday 6<sup>th</sup> August** at Novotel Rotorua Lakeside. This dinner is subject to a minimum of 50 attendees. In the event that the dinner is cancelled, a full refund for dinner tickets will be provided.

## Attendee Substitution Policy

An appropriate substitute participant is welcome any time before the conference starts. Please let us know the replacement's name. If you have booked on a member price and a non-member is to attend in your place, you will be invoiced for the difference in price.

Substitutions made less than one month before Conference will incur a \$50 processing fee.

## Cancellation Policy

If your circumstances change and you can no longer attend the Conference, you may cancel your registration booking by providing email notice to NZDEN [info@nzden.org.nz](mailto:info@nzden.org.nz).

The NZDEN Conference refund policy is as follows:

- Cancellation 30 days or more before Conference: Full refund
- Cancellation less than 30 days before Conference: No refund

In the event that you cancel your Conference Registration, NZDEN shall refund you the remaining fees subject to the above dates, if any, within thirty (30) days of receipt of the cancellation notice.

Refer to the Unforeseen Events clause for further guidance on the impact of Unforeseen Events (such as pandemics and natural disasters) cancellations

Please note that cancelling your registration does not automatically cancel your hotel and travel arrangements. Individuals are responsible for cancelling their own hotel and travel reservations.

## Accommodation

Accommodation may be purchased through the NZDEN during the booking process, or directly from a booking link that will be supplied.

When booked through the NZDEN's Humanitix booking system, the booking is tentative until confirmed with the hotel and its availability. The NZDEN will confirm the booking within 5 working days.

Advertised rates expire 30 days prior to arrival at the conference.

Delegates may also book accommodation directly with the hotel at the above rates, subject to hotel availability.

At all times, bookings for accommodation are subject to [Accor - General Terms and Conditions of Sale](#) available using this link or upon request.

## Unforeseen events

Due to the uncertainty relating to government regulations for the management pandemics, and the impact of other unforeseen events including, but not limited to, natural disasters, and our commitment to keep delegates safe, the event organisers may decide at any time to run the conference online or delay the conference. By registering for the Conference, you acknowledge and accept this is not valid grounds for requesting a refund. Tickets will be valid for the new virtual format or the new date.

The NZDEN is not liable for any expenses (including cancelled flights, accommodation, etc.) incurred as a result of such a change.

The NZDEN recommends that attendees hold insurance that covers any losses related to changes the organisers may make in response to Unforeseen Events.

## Pandemics

The conference will follow the requirements and guidance of the NZ Government and venue in regard to pandemics. These may include, but are not limited to:

- Proof of vaccination will be required upon entry.
- Masks must be worn when moving around shared spaces.
- Do not enter our venues if you are unwell

Please ensure you abide by the health and safety guidelines of the venue. Events are subject to Ministry of Health guidelines and NZDEN retains the right to add additional requirements as is judged best by the conference organisers to protect attendees.

## Natural Disasters

In the case of a natural disaster, the event organisers will consider the full situation before deciding whether to proceed with the conference, shift to an online format, or delay the conference.

## Dietary Requirements

NZDEN will liaise with the Conference venue to advise of any dietary requirements. However, NZDEN is unable to guarantee that all dietary requirements will be able to be catered for. It is recommended that if your dietary requirements are of a significant nature that you please contact NZDEN so that arrangements can be discussed.

## Credentials

Conference issued credentials are the sole property of NZDEN and must be surrendered upon demand to Conference Organiser representatives. Conference issued credentials must be worn while at the Conference or designated off-site activities. Failure to wear these credentials may result in refusal of admittance or removal from the Conference or off-site activity.

## Use of Photographic and Video Material Taken at the Conference

An attendee is permitted to use hand-held cameras and/or smart phones to take photographs and capture digital images for personal, non-commercial use, provided the photography is not disruptive. Photographs may not be published, sold, reproduced, transmitted, distributed, or otherwise commercially exploited in any manner whatsoever.

NZDEN may hire professional service providers (photo/video/streaming/audio) to document and display the event experience. NZDEN may also use social media (e.g. Facebook, LinkedIn) to: (i) post real-time photos and videos to its social media feeds; and (ii) display select submissions from those feeds on monitors throughout the event venue.

Attendees and sponsors are encouraged to capture their event experiences and post their own social content from the event (text, photos, audio, video, streaming), provided it does not infringe upon the rights of any attendee, sponsor, third-party, or NZDEN. Such infringement would include but is not limited to, defamation or infringement of intellectual property rights. In the event an attendee requires a release or permission to protect the rights of a third party, obtaining such a release or permission shall be the sole responsibility of the attendee.

By attending the event, you acknowledge and agree as follows: (a) NZDEN may edit and use footage it captures at the event for marketing and promotional activities and for any other lawful purpose in the ordinary course of its business; and (b) due to the prevalence of mobile recording devices in today's world, NZDEN disclaims all liability for the capture of your image in any multimedia format by other attendees or persons at the event.

## Exhibitors & Sponsors

You may be asked to provide your contact details to exhibitors or sponsors at the Conference. Please note that this is optional, but should you provide exhibitors and/or sponsors during the Conference your contact details then you are opting-in to receiving communications from that entity and will be subject to their communications and privacy policy and must opt-out with them directly.

## Admittance or Expulsion

NZDEN is committed to providing a safe, inclusive, and welcoming environment to all participants, including staff and vendors. NZDEN has no tolerance for discrimination, harassment, or bullying in any form at NZDEN-related events. Participants are expected to adhere to these principles and respect the rights of others.

In its sole discretion and without refund, NZDEN reserves the right to refuse admittance to or expel from the Conference anyone that it determines is behaving in a manner that could be disruptive to the Conference or any other attendee including Conference Presenters, or whose actions are deemed to have brought the image or reputation of NZDEN into disrepute. This includes Social Media postings.

## Presenters

It may be necessary for reasons beyond NZDEN's reasonable control to alter the advertised content or the advertised speakers. NZDEN reserves the right to do this at any time. Where NZDEN should do this then no refund of Registration Fees will be payable by NZDEN.

## Presenter Views

The views expressed by any Conference attendee, speaker, exhibitor, or sponsor are not necessarily those of NZDEN. All Conference attendees, speakers, exhibitors, and sponsors are solely responsible for the content of any and all presentations, marketing collateral, advertising, and online web content.

## Force Majeure

NZDEN shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental, or military authority, acts of God, acts of terrorism, the availability of the Venue or other similar causes beyond its reasonable control and without the fault or negligence of NZDEN or its subcontractors. For one or more of such reasons, NZDEN may postpone, reschedule, move the event to be delivered

online, or cancel the event without liability on the part of NZDEN. In the event the Conference cannot be held or is postponed pursuant to this section, NZDEN shall not be liable to attendees for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. NZDEN will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.

## General

NZDEN reserves the right to change, amend, add, or remove any of the above Terms & Conditions at its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all event participants (attendees, speakers, sponsors, exhibitors).

The views expressed by any event attendee, speaker, exhibitor, or sponsor are not necessarily those of NZDEN. All attendees, speakers, exhibitors, and sponsors are solely responsible for the content of all individual or corporate presentations, marketing collateral, and/or advertising.