

# Conference Terms and Conditions

The Accountants & Tax Agents Institute of New Zealand Inc (ATAINZ) Conference will take place as follows:

**Friday 11<sup>th</sup> & Saturday 12<sup>th</sup> March 2022**  
**Rydges Lakeland Resort Queenstown**

## 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.

## CANCELLATION POLICY

If your circumstances change and you can no longer attend the ATAINZ Conference, you may cancel your registration by providing email notice to ATAINZ at [admin@atainz.co.nz](mailto:admin@atainz.co.nz).

The ATAINZ Conference refund policy for Conference Attendance is as follows:

- Cancellation 1 month or more before Conference: Full refund
- Cancellation 14-30 days before Conference: 50% refund
- Cancellation less than 14 days before Conference: no refunds.

The ATAINZ Conference refund policy for Conference LiveStream is as follows:

- Cancellation 14 days or more before Conference: Full refund
- Cancellation less than 14 days before Conference: no refunds.

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

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.

## TRANSFER POLICY

If your circumstances change and you can no longer attend the ATAINZ Conference in Person and wish to transfer to LiveStream, you may transfer your registration by providing email notice to ATAINZ at [admin@atainz.co.nz](mailto:admin@atainz.co.nz).

The ATAINZ Conference transfer policy for transfer from Conference Attendance to LiveStream is as follows:

- Transfer more than 14 days before Conference: Full refund of registration difference
- Transfer less than 14 days before Conference: No refund of registration difference

## CONFERENCE ATTENDANCE FEE

The Conference Attendance Fee **(\$685 plus GST)** is an "All Inclusive Fee" which includes such costs as venue hire, audio visual, presenter fees, Delegates Handbook printing, catering and administration. Other than as per the Cancellation Policy above no refund or discounts will be offered should you not attend any Conference Functions or any sessions of the Conference.

## CONFERENCE LIVESTREAM FEE

The Conference LiveStream Fee **(\$485 plus GST)** is an “All Inclusive Fee” which includes such costs as venue hire, audio visual, LiveStreaming costs, presenter fees, Delegates Handbook printing, courier fees and administration. Other than as per the Cancellation Policy above no refund or discounts will be offered should you not view any sessions of the Conference.

It is the responsibility of the ATAINZ Member to ensure that their internet connection is suitable for a LiveStream feed, and no refunds will be offered if the LiveStream feed is interrupted due to issues with the ATAINZ Members internet connection.

LiveStream is only available to ATAINZ Members who reside outside of the Host Region (2022 Queenstown), unless approval granted by ATAINZ.

5 CE Hours per day will be allocated for LiveStream attendance at the Conference. Should multiple members in an office view the LiveStream then only Members who have registered with ATAINZ for the LiveStream will receive CE Hours

## FINANCIALLY CURRENT

Members must be financially current to be able to attend the Conference. Any Member who has outstanding invoices must first pay these before attending the Conference. Any Member who attends the Conference and has not paid or made arrangements regarding outstanding invoices will be prevented from attending the Conference.

## ATTENDEE SUBSTITUTION POLICY

Attendee substitutions, including those made on-site, are allowed with the written permission of the original registrant. Substitutions made less than one month before Conference will incur a \$50+GST processing fee.

## PAYMENT

The fee for the ATAINZ Conference must be paid in full at the time of Registration either by Credit Card or Bank Payment. **Payment not made at time of booking may incur a 10% administration fee.** If you arrive on-site at Conference with a balance due, you will be required to pay the full amount outstanding prior to attending Conference.

## DIETARY REQUIREMENTS

ATAINZ will liaise with the Conference venue to advise of any dietary requirements. However, ATAINZ 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 ATAINZ so that arrangements may be made to meet your requirements.

## CREDENTIALS

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

## STANDARD OF DRESS

The Standard of Dress for the Conference shall be “Smart/Casual”. Shorts (other than Dress Shorts), T-Shirts and jandals are not permitted. Any Delegates deemed by ATAINZ not to be dressed to the required standard maybe asked to leave the Conference and change before returning to the Conference.

## AUDIO AND VIDEO RECORDING

The audio or video recording of all or any part of the ATAINZ Conference without express permission from ATAINZ is not permitted. Anybody found recording without permission will be removed from the Conference. ATAINZ will have an "Official Videographer" who will be recording the Conference which post Conference will be available for viewing by ATAINZ Members on the ATAINZ Website.

## 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 you will be subject to their communications and privacy policy and must opt-out with them directly.

## MEMBER CONTACT DETAILS

By registering to attend the ATAINZ Conference, either In person or via LiveStream, you are consenting for your contact details (name and email address) to be provided to the Conference Principal Partner and also to ATAINZ Major Partners. To opt out of providing your contact details please email ATAINZ at [admin@atainz.co.nz](mailto:admin@atainz.co.nz)

## ADMITTANCE OR EXPULSION

In its sole discretion and without refund, ATAINZ 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 ATAINZ into disrepute. This includes Social Media postings.

## PRESENTERS

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

## PRESENTER VIEWS

The views expressed by any Conference attendee, speaker, exhibitor or sponsor are not necessarily those of ATAINZ. 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.

## ALCOHOL POLICY

The consumption of Alcohol during the Conference period, other than at any post-Conference Function, is not permitted. Any Member found to be consuming alcohol during the period of the Conference, other than any post-Conference function, will be removed. Additionally any Member found to have over-indulged in the use of alcohol at any post-Conference function may be removed. This is to prevent inappropriate behaviour, safety issues and a number of other problems.

## DRUG POLICY

The consumption of Drugs during the Conference period is prohibited. Any Member found to be consuming Drugs during the period of the Conference will be removed

## **FORCE MAJEURE**

ATAINZ 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 pandemic, 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 ATAINZ or its subcontractors. For one or more of such reasons, ATAINZ may postpone, reschedule or cancel the event without liability on the part of ATAINZ.

In the event the Conference cannot be held or is postponed pursuant to this section, ATAINZ shall not be liable to attendees for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. ATAINZ will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.

## **COVID 19**

Conference registrants accept that cancellation, postponement or amendment as a result of regulations imposed by the Government due to Covid 19 can be made at anytime up to the opening of the Conference, as such ATAINZ 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 Covid19.

In the event the Conference cannot be held or is postponed pursuant to this section, ATAINZ shall not be liable to attendees for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. ATAINZ will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.

Conference registrants accept that due to possible attendance number restrictions imposed by Covid19 that they may be required to transfer to the LiveStream option. Should they be required to transfer to LiveStream then they shall receive a refund of the difference in price between In Person and LiveStream registration fees. ATAINZ shall not be liable to attendees who are required to transfer for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses

Conference attendees agree that their information will be required for the purposes of Covid19 contact tracing and may be disclosed to the Ministry of Health should the need arise.