

# Conference Terms and Conditions

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

**March 2nd – 4th 2018.**  
**Trinity Wharf Hotel, Tauranga.**

## 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 is as follows:

- Cancellation before 1 month before Conference: Full refund of registration fee.
- Cancellation between 30 & 14 days before Conference: 50% refund of registration fee
- 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.

## CONFERENCE FEE

The Conference Fee is an “All Inclusive Fee” which includes such costs as venue hire, audio visuals, presenter fees, catering, entertainment, functions, transportation 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.

## 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 processing fee.

## PAYMENT

The fee for ATAINZ Conference must be paid in full at the time of Registration either by Credit Card or Bank Payment.

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.

## **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 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.

## **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 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.

## **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.

## **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 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.