



## Terms and Conditions for the LIANZA 2021 Conference 09 – 11 November 2021

### Registration Terms and Conditions

- Full payment for registration fees must be received prior to the Conference.
- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration on or prior to you will receive a refund less a cancellation fee of NZ\$115.00. Cancellations made after 01 October 2021 are non-refundable.
- The Privacy Act 2020 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) Conference delegates, sponsors and exhibitors
  - b) Organisers of future LIANZA events
- If the event cannot be held in person (for example due to COVID alert Level Two or higher) the conference will switch to fully virtual. Delegates who registered to attend the event in-person will be automatically transferred to the virtual conference. Delegates will be refunded that portion of the registration fee which exceeds the value of the equivalent virtual registration.
- If, for reasons beyond the control of the Organising Committee, the Conference is cancelled, registration fees will be refunded after the deduction of a 20% administration fee.
- By registering for the Conference you are confirming consent for any video and photographs taken at the Conference, in which you may appear, to be used by the Association in promotion of the Conference.
- By registering for the Conference, you are consenting for your data to be used as per the "Personal Data Collected" terms below. If you decide against your data being used, your registration will be cancelled less the cancellation fee above.
- *If the event cannot be held in person* - registrants who registered to attend the event in person will be automatically transferred to the virtual conference and refunded that portion of the registration fee which exceeds the value of the equivalent registration fee (for the equivalent package) to attend the event virtually.

### Personal Data Collected

[Click here to view the Data Processing Consent Policy.](#)

- We ask for your personal data to facilitate your participation in this event. Your data will be used solely for this event and under no circumstances be sold or used for other purposes.
- Please contact us at [lianza@theconferencecompany.com](mailto:lianza@theconferencecompany.com) with any inquiries you may have.
- Your personal data will be automatically anonymised 24 months after the conclusion of this event.



- Your data may be shared with other logistical organisations and third parties in order to deliver this event. Only data relevant to their specific role will be made available to them. Please see the Data Processing Consent Policy for a list of third parties.

### **Information Presented at the Conference**

You understand and agree that you are being provided with the information for educational and informational purposes only and that information will be provided to educate you on the latest educational advancements.

You understand and agree that whilst the content is accessible worldwide, some content may be applicable to particular regions only, such as Australia and New Zealand.

Although the Library and Information Association of New Zealand Aotearoa, Te Rau Herenga O Aotearoa, strive to present only current and accurate information at its Conference, you agree not to solely rely on this information or consider it to be any form of professional advice without additional independent review of its accuracy, completeness, efficacy, and timeliness.

Any decisions as to how you use this information is in your sole discretion and the Library and Information Association of New Zealand Aotearoa Te Rau Herenga O Aotearoa will not be liable for any issues that may arise from such use.

### **Virtual Content Access**

You understand and agree that you are accessing the Conference virtual site for your own education and will not provide your log in details to another party or facilitate multiple people to view the Conference content via your device(s).

### **Participant Conduct**

You will conduct yourself in a professional manner that is free from any form of discrimination, harassment, or retaliation.

You will treat all participants with respect and consideration to create a collegial, respectful, inclusive, and professional environment at the Conference both in person and virtually.

### **Legal Claim**

This agreement is subject to the laws of New Zealand. In the event of any legal claims arising from either party, New Zealand shall be the sole court of jurisdiction.

### **Programme**

The Library and Information Association of New Zealand Aotearoa Te Rau Herenga O Aotearoa reserve the right to modify the programme, which is published as an indication only.

### **Recordings**

No audio, recording, copying or screenshots of the program by any party other than conference organisers is permitted.



### **Accommodation Terms and Conditions**

- Prices are in NZ dollars and include Goods and Services tax of 15%
- Rates provided for each of the hotels are specific to the Conference dates only.
- The Conference Company will provide you with an accommodation invoice that does not include GST. The hotel will provide you a full tax invoice upon check out.

### **Copthorne Hotel Wellington - Oriental Bay**

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 30 August 2021 this payment is refundable. If you cancel your reservation on or after 30 August 2021 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 10am

### **Oaks Wellington**

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 29 September 2021 this payment is refundable. If you cancel your reservation on or after 29 September 2021 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 10am