

## Registration Information

[Please read this information](#)

Then to register online please click: [HERE](#)



Registration Fees and inclusions are detailed below:

The Welcome Function and Conference Dinner are included in the Full Registration fee. Additional tickets may be purchased, if attending as a day registration or for an additional guest.

Fees quoted below are in NZD\$ and are inclusive of GST.

<b>FULL REGISTRATION</b> <i>Includes a ticket for Welcome Function and Conference Dinner</i>	<i>Early-bird: prior to 5.00pm on 14 December 2018</i>	<i>Standard: between 5.00pm on 14 December 2018 and 5.00pm 31 January 2019</i>	<i>Late: after 5.00pm on 31 January 2019</i>
Full Delegate Registration	\$240.00	\$260.00	\$300.00
Saturday and Sunday Only (excludes social functions)	\$160.00	\$180.00	\$220.00
<b>DAY REGISTRATION – single day attendance only</b> <i>Day registration requires additional purchases to the Welcome Function and Conference Dinner</i>			
Delegate - Saturday	\$100.00	\$120.00	\$160.00
Delegate - Sunday	\$60.00	\$75.00	\$90.00
<b>SOCIAL FUNCTIONS</b>			
<b>Welcome Function</b> – Friday 15 March 2019 Venue: Claudelands Conference and Exhibition Centre, Hamilton One ticket is included in full registration fee. Additional guests (Day registrants and guests)			\$45.00
<b>Conference Dinner</b> – Saturday 16 March 2019 Venue: Claudelands Conference and Exhibition Centre, Hamilton One ticket is included in full registration fee. Additional guests (Students, Day registrants and guests)			\$110.00

### PAYMENT

Payment can be made by:

- Credit card - MasterCard or Visa (American Express and Diners are not accepted).
- Electronic transfer within New Zealand  
Rotary District 9930  
Westpac, Hamilton  
Account Number: 03-1552-0121120-003

Please include your name in the “Particulars” and your phone number in the “Reference” section of the transfer.

Please note that payment must accompany your manual registration form, your place will not be confirmed until payment has been received.

**Full Delegate Registration Includes:**

- attendance at all meeting sessions on Saturday and Sunday
- morning tea
- lunches
- one ticket to the Welcome Function on Friday
- one ticket to the Conference Dinner on Saturday

**Saturday and Sunday Registration Includes:**

- attendance at all meeting sessions on Saturday and Sunday
- morning tea
- lunches

**Day Registration**

Day Registration Includes:

- attendance at all meeting sessions on day of registration only
- morning tea and lunch on day of registration

Day Registrations are welcome to purchase tickets to attend the Welcome Function and Conference Dinner.

**Accompanying Person:**

Defined as a guest or partner attending social functions ONLY.

The information captured is for name badge purposes only. Guest or partner attending social functions only - **no** attendance during conference days is included in this category. Social Function tickets for your accompanying person can be purchased with a Full Delegate Registration, Saturday and Sunday Registration or Day registration.

If your guest or partner wishes to attend the conference days, they are required to register as a delegate.

**Registration Acknowledgement**

All registrations will be acknowledged by email, please include the email address you would like your confirmation sent to and please write clearly if using the manual registration form. If you do not receive an acknowledgement please contact Amanda Wilson, Registration Administrator, [amanda@fp2.co.nz](mailto:amanda@fp2.co.nz) or call +64 7 838 1098

**Special Requirements**

Please give details on your registration form of any special diet or disability assistance required.

**Cancellations and Refund Policy**

All cancellations must be made in writing to ForumPoint2, the Meeting Administrators. You may assign your registration to another person. If you are unable to attend, the following cancellation fees apply: 14 days before the meeting start date: Refund less \$75 administration fee. Following which refunds will be made at the discretion of the organising committee. Refund payments will be made after the meeting.

**Insurance**

Delegates are encouraged to take out personal travel and medical insurance which includes loss or damage of personal possessions, including loss of registration and accommodation fees through cancellation.

**Health and Safety**

The conference managers, ForumPoint2 Limited, in conjunction with the Rotary District 9930 Conference 2019 Organising Committee and venues are morally and legally responsible to provide a safe and healthy environment for all attendees at the conference. This commitment extends to ensuring the Rotary District 9930 Conference operations do not place the local community at risk of any injury, illness or property damage.

All measures within our ability will be undertaken to ensure that attendees are as informed as possible about any potential risks or hazards they may face whilst attending conference. All attendees will need:

- listen to the health and safety briefing onsite and/or read the health and safety document available at the registration desk
- ensure that all health and safety concerns; and all accidents or near accidents are immediately reported to the health and safety officer on site

All attendees are encouraged to be responsible at all times, and to promote a safe and healthy working environment for the entire conference duration.

### **Questions**

Please contact Paula Armstrong, Project Manager at ForumPoint2 if you have any questions please email [paula@fp2.co.nz](mailto:paula@fp2.co.nz) or call +64 7 838 1098

### **Disclaimer**

In the event of industrial disruption, or other unforeseen circumstances that disrupt the meeting, the meeting organisers accept no responsibility. The information on the meeting website is correct at the time of publication. However, the meeting organisers reserve the right to change information. If, for reasons beyond the control of the organising committee, the meeting is cancelled, registration fees will be refunded after the deduction of expenses already incurred.

