

# **Terms and Conditions**

## **for**

# **The Goodfellow Symposium 2016**

### **Registration Terms and Conditions**

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration prior to 5 February 2016 you will receive a refund less a cancellation fee of NZ\$100.00. Cancellations made after 5 February 2016 will not be refunded.
- Full payment for registration fees must be received prior to the Symposium.
- The Privacy Act 1993 provides that, before your name and address details can be published in the list of delegates either for distribution to fellow delegates or any other party, you must give your consent. If you did NOT tick 'Privacy Required' on the first page of the online registration form, it is assumed that you agree to have your details published in the list.
- If, for reasons beyond the control of the Organising Committee, the Symposium is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- If travelling to the Symposium from out of town, we recommend you take out personal travel insurance for the duration of your stay.
- By registering for the Goodfellow Symposium you are confirming consent for any video and photographs taken at the Goodfellow Symposium which you are in may be used by The Goodfellow Unit in promotion of the Symposium

### **Accommodation Terms and Conditions (if applicable)**

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- Please read the terms and conditions carefully as strict cancellation policies are in place at all hotels.

#### ***Jet Park Hotel (cancellation policy is one nights' accommodation)***

- One night's accommodation deposit will be charged against your credit card to secure your reservation.
- Prior to 12<sup>th</sup> February 2016 this payment is refundable but if you cancel your reservation after 12<sup>th</sup> February 2016 or fail to check-in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
- All guests will be required to provide credit card details for pre-authorisation on check in. If the guest does not wish to use their credit card then a deposit will be required on check in.
- All guests are responsible for settling the remaining balance and any additional nights booked while at the hotel and any incidentals incurred upon departure.
- Check-in time is 2pm. Check-out time is 10am.

#### ***Proximity Apartments (cancellation policy is one nights' accommodation)***

- One night's accommodation deposit will be charged against your credit card to secure your reservation.
- Prior to 12<sup>th</sup> February 2016 this payment is refundable but if you cancel your reservation after 12<sup>th</sup> February 2016 or fail to check-in on the arrival date you have specified this payment will not be refunded.
- All guests are responsible for settling the remaining balance and any additional nights booked while at the hotel and any incidentals incurred upon departure.
- All payments made by credit card directly to the Hotel incur a 2% surcharge.
- Check-in time is from 2pm. Check-out time is by 11am.

***M Central Apartments (cancellation policy is one nights' accommodation)***

- One night's accommodation deposit will be charged against your credit card to secure your reservation.
- Prior to 12<sup>th</sup> February 2016 this payment is refundable but if you cancel your reservation after 12<sup>th</sup> February 2016 or fail to check-in on the arrival date you have specified this payment will not be refunded.
- All guests are responsible for settling the remaining balance and any additional nights booked while at the hotel and any incidentals incurred upon departure.
- All payments made by credit card directly to the Hotel incur a 2% surcharge.
- Check-in time is from 2pm. Check-out time is by 11am.