



# BIND25

## International Conference

12 – 14 September 2024



### Registration terms and conditions:

#### 1. Registration and Payment

- 1.1. All participants must register to attend the conference.
- 1.2. Payment of the registration fee must be made in full at the time of registration.
- 1.3. Registration fees are non-refundable except as outlined in Section 4 (Cancellations and Refunds)
- 1.4. Early bird pricing for members (\$395) and non-members (\$435) runs until 13/6/25.
- 1.5. Standard pricing for all members and non-members (\$475) starts on 14/6/25 and runs until the conference begins on Friday 12/9/25.
- 1.6. Student pricing (\$220) and one day pricing (\$250) are not eligible for an early bird discount.
- 1.7. Dinner can be booked for an additional \$90 per person until 8/9/25.
- 1.8. Credit card payments incur a surcharge of 2 %.
- 1.9. Direct credit and debit card electronic funds transfers to the ABC's ASB bank account do not incur a surcharge.

#### 2. Confirmation

- 2.1. Confirmation of registration will be sent via email upon receipt of full payment.
- 2.2. It is the participant's responsibility to check the confirmation details and notify the organisers of any discrepancies.

#### 3. Substitution Policy

- 3.1. Substitutions may be requested up until and including 12/8/25 by providing written notice to the organisers.
- 3.2. All substitutions are subject to the approval of the conference organisers.

#### 4. Cancellations and Refunds

- 4.1. Cancellations must be made in writing and submitted to the conference organisers. Cancellations are for personal reasons.
- 4.2. Cancellations received up to and including 13/6/25 - full refund less an administration fee of \$35.
- 4.3. Cancellations made from 14/6/25 and up to and including 12/9/25 - 50% refund less an administration fee of \$35.
- 4.4. No refund will be made due to a change of mind but a substitution can be made.
- 4.5. The organisers reserve the right to cancel or postpone the conference due to unforeseen circumstances. Full refunds will be issued to registered participants in such cases.

#### 5. Code of Conduct

- 5.1. Participants are expected to always behave in a professional and respectful manner. Harassment, discrimination or inappropriate conduct will not be tolerated and may result in expulsion from the conference without a refund.
- 5.2. The organisers reserve the right to take any necessary action to ensure a safe and welcoming environment for all attendees.

#### 6. Data Protection

- 6.1. By registering for the conference, participants agree to the collection, use and processing of their personal data for the purpose of conference administration.

- 6.2. The organisers will not share personal data with third parties without the participant's consent, except as required by law. Refer to the Privacy policy of the Association of Book Craft (New Zealand) Inc.

## **7. Photography and Recording**

- 7.1. The conference may be photographed, recorded or live-streamed for promotional and educational purposes.
- 7.2. By attending the conference, participants consent to being photographed or recorded and grant the organisers the right to use such media without compensation.

## **8. Liability**

- 8.1. The organisers are not liable for any loss, damage or injury sustained by participants during the conference, except as required by law.
- 8.2. Participants are responsible for their own belongings and are encouraged to take appropriate measures to protect their property.

## **9. Changes to the Event**

- 9.1. The organisers reserve the right to make changes to the programme, speakers, venue or date of the conference as necessary.
- 9.2. Participants will be notified of any major changes as soon as possible.