

# GeoCart'2018 Registration Terms and Conditions

## **Registrations**

All registrations are considered pending until correct payment has been received and approved. Discounted student and senior (65 and older) registrations are subject to eligibility requirements and review.

## **Discounts**

All ticket packages qualify for a 30% discount if registration is submitted by the Early Registration end date. This discount applies only to ticket packages and is automatically applied.

Current NZCS and ANZMapS members qualify for a \$50 discount on ticket packages. This is only applied when logged in to the NZCS website under an active subscription or guest account.

Approved PRINCIPAL authors of full papers/posters and approved authors of Young Geospatial Competition posters qualify for a 10% discount on ticket packages only. Approved authors of Young Geospatial Competition lightning talks qualify for a 5% discount on ticket packages only. These discounts require an appropriate coupon to be obtained from the Programming Committee before registering.

Ensuring the correct coupons are applied and/or a society member is logged in to the NZCS website is the responsibility of the registrant. Failure to obtain/apply coupons or to log in to the website will result in forfeiture of the relevant discount.

Early registration, member discount, and principal author discounts may all be claimed by a single registrant. Discount total is cumulative based on the full package price for each discount applicable.

Discounts are only applicable to registrations submitted and paid in full before the conference opens. Ticket packages purchased at the conference will be charged full price.

## **Payments**

Payments may be made by either electronic bank transfer or through PayPal. PayPal transactions are subject to a processing fee of 3.4% of the balance plus \$0.45 per transaction.

## **Refunds & Transfers**

GeoCart registrations may be transferred to another person free of charge. Cancellations are refunded per the following guidelines:

- Written cancellation received by 17 August 2018 = 90% refund
- Written cancellation received by 24 August 2018 = 50% refund
- No refunds after 24 August 2018

## **Identification**

Registrants may be asked to show photo identification when checking in to the conference. All participants must wear their conference ID badges for the duration of the event; entry to the

auditorium and session rooms will be denied to individuals not displaying a valid badge.

## **Photography & Video**

Official photographs and video footage will be collected during the conference for promotional purposes. By registering for the conference the registrant gives permission for their likeness to be used in promotional materials produced by the New Zealand Cartographic Society and the Australian and New Zealand Map Society.

## **Personal Details & Privacy**

The GeoCart organisers value the privacy of our conference attendees. By registering for the conference the registrant gives permission to be added to the GeoCart email list and for only the following personal details to be shared publicly in conference-related print and digital media: name, email, city, country, position, and organisation. No other details provided during registration will be shared with any third party without the written permission of the registrant. Registrants may request to opt out of the mailing list or for additional details to be withheld from publication by contacting [geocart@cartography.org.nz](mailto:geocart@cartography.org.nz).

## **Harassment & Behaviour Policy**

The GeoCart organisers are committed to providing a safe and enjoyable environment for all. GeoCart participants and staff are expected to act in a professional and courteous manner at all times. Discrimination, harassment, and unsociable behaviour will not be tolerated. This includes, but is not limited to, the following: intimidation; stalking; verbal harassment regarding disability, gender or gender identity/expression, sexual orientation, race, nationality, or religion; inappropriate physical contact; unwelcome sexual advances; and encouragement of any of the aforementioned. All inappropriate behaviour should be immediately reported to GeoCart staff. Registrants deemed to be violating this policy may be warned or expelled from the conference at the discretion of GeoCart staff. Expelled attendees will immediately have their registration cancelled without refund. Severe violations may result in a lifetime ban from all GeoCart events.

## **Daily Catering**

All ticket packages include daily catered lunch and morning and afternoon tea. Catering quantities are limited; only registrants are entitled to catered food and beverages. Any persons without conference identification seen consuming catered food or beverages should immediately be reported to GeoCart staff. Registrants who encourage non-registered persons to consume catered food or beverages may be subject to penalties at the discretion of GeoCart staff. These penalties include, but are not limited to, the following: financial liability for additional catering costs, immediate registration cancellation, and referral to legal authorities for theft.

Registrants are responsible for declaring any food allergies or dietary concerns in the appropriate field of the registration form. Special catering orders will be placed to provide appropriate lunch and tea break options for these registrants. NZCS and ANZMapS take no responsibility for providing catering for undisclosed dietary needs.

Registrants are welcome to bring their own consumables to the event, though possession restrictions may apply in some areas of the venue. Under no circumstances may registrants bring consumables to the Gala Dinner.

## **Personal Property**

Participants are responsible for any personal property brought to the conference. NZCS, ANZMapS, and the host venue are not liable for theft or damage to personal property.

## **Programme & Schedule**

The conference programme and schedule are not guaranteed and are subject to change at any time. Presentations may be substituted or cancelled without warning.