



GRIP LEADERSHIP

GRIP STUDENT LEADERSHIP CONFERENCE

Dear Staff Member,

Thank you for registering the student leaders of your school to attend the GRIP Student Leadership Conference for primary and intermediate students in **Wellington on the 27th of November 2017**. Below are some final details that will help the day run smoothly for everyone involved.

VENUE AND PARKING

The conference is being held at Pipitea Marae & Function Centre. This is located at 55 Thorndon Quay, Wellington. Paid parking options are available close to the venue.

REGISTRATION

Please be advised that the number of students and staff indicated in the invoice emailed to your nominated email address have been registered for this event.

Once you arrive at the venue please proceed to the **FOYER** and report to the registration table. **You will not receive paper tickets for this event.**

START AND FINISH TIMES

Please arrive with your students between 8:45am and 9:10am. The first session will begin at 9:15am. The final session will conclude at 2:30pm.

SEATING

Seating is by general admission. Please advise in advance if you are bringing participants with special seating needs. GRIP Leadership is unable to guarantee that all special seating requirements can be met, but will make every reasonable endeavour to accommodate such requests as availability of such seating is dependent on the venue.

MORNING TEA AND LUNCH BREAKS

Catering is not included in the conference registration. Students are required to bring a packed morning tea and lunch and school staff are required to bring a packed lunch. Breaks are short and there are limited options close by to purchase food and drink. **Please note that outside commercial catering and purchased food items are not permitted to be brought into the venue.**

Morning tea will be provided for school staff and accompanying adults.

DRESS

The standard of dress for students at this conference is entirely a decision of the school. However, we normally find that the great majority of students attend in normal school uniform.



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RESOURCES

A number of resources for students and staff (including the GRIP Leadership Badges) will be available for purchase and order on the day of the conference. For a list of all available items and to download our resource catalogue please visit our website www.gripleadership.co.nz/resources. New resources are released every year! Schools and individuals who purchase resources at the conference will receive these at a discounted rate.

ACCOUNTS AND PAYMENT POLICY/TERMS

- Your booking is confirmed if you have received your tax invoice via email.
- If you do not receive a tax invoice within 14 days please advise our registration staff immediately.
- **Reductions to the number of students and staff attending will gladly be permitted up to 14 days prior to the event, but not after this time.**
- **If you cancel in the last 14 days or do not attend, full payment is required.**
- All changes to registrations must be made in writing via email to registrations@gripleadership.co.nz.
- Changes or cancellations over the phone including voice messages will not be accepted.
- Prompt payment is requested (30 days from invoice date or the day of conference, whichever is sooner). If you reduce numbers or cancel prior to the 14 day deadline a refund cheque will be issued.
- The receipt of your invoice without immediate additional communication is acknowledgement that you accept this booking policy.

PRIVACY

GRIP Leadership may take images and recordings at the GRIP Student Leadership Conference that may be used for advertising purposes. For full details of our Privacy Policy please visit www.gripleadership.co.nz/privacy-policy

SAFETY

At GRIP Leadership safety is very important to us. If you are looking for documentation relating to the GRIP Student Leadership Conference for your school, please visit www.gripleadership.co.nz/about/our-safety to access and download the relevant details that you might require.

We look forward to meeting you and your students for what promises to be a fantastic day. Please do not hesitate to contact us if you have any further enquiries.

Warm Regards,

Jenn Connaughton
Conference Coordinator