



GRIP LEADERSHIP

GRIP STUDENT LEADERSHIP CONFERENCE

Dear Staff Member,

Thank you for registering the student leaders of your school to attend the SECONDARY GRIP Student Leadership Conference in **Wellington on the 24th of March 2020**.

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

START AND FINISH TIMES

Please arrive with your students between 8:30am and 8:55am. The first session will begin at 9:00am. The final session will conclude at 2:30pm.

SEATING AND SPECIAL NEEDS

Seating is by general admission. Please advise in advance if you are bringing participants with special seating needs (please also see www.gripleadership.com/inclusion).

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.

WHAT TO BRING

Students are to bring:

- A **PEN** (a notebook will be provided)
- **Food** as indicated above

PRACTICAL ELECTIVE WORKSHOPS

These do not need to be pre-selected; however we encourage you to discuss these with your student leaders to suggest particular electives you may wish for them to attend. These are listed on our website <http://gripleadership.co.nz/sec-program/>.

RESOURCES

A number of resources for students and staff (including the GRIP Leadership Badges) will be available for purchase on the day of the conference. New resources are released every year!

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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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 <http://gripleadership.co.nz/privacy-policy/>.

SAFETY

To download safety information and a risk assessment visit <http://gripleadership.co.nz/about/our-safety/>.

MAKING CHANGES TO YOUR NUMBERS

This is easy. To **increase your numbers**, go online and make a separate registration for the additional places required. Our system will automatically match it up with your original group and we will know that you are attending together. To **reduce your numbers**, we need notification in writing sent to registrations@gripleadership.co.nz outlining the change required. There is no penalty if you reduce or cancel tickets more than 14 days prior to the event. Refunds are not possible if the change is made within 14 days of the event.

PAYMENTS AND INVOICES

Our payment policy is detailed on the invoice you received. You can request a duplicate copy by emailing registrations@gripleadership.co.nz.

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,

Rachel Leggott
Registrations Coordinator