



# GRIP LEADERSHIP

## GRIP STUDENT LEADERSHIP CONFERENCE

Dear Staff Member,

Thank you for registering the student leaders of your school to attend the PRIMARY GRIP Student Leadership Conference in **Palmerston North on the 14<sup>th</sup> of June 2021**.

### **VENUE AND PARKING**

The conference is being held at the Awapuni Function Centre. This is located at Awapuni Racecourse – 67 Racecourse Road, Awapuni, Palmerston North. Access is via Racecourse Rd (off Maxwell's Line). Drive to the end & enter the Racecourse via the gate on your right. Follow the driveway past the 2 stands on your left & park your vehicle in the main car park. Once you arrive at the venue please proceed to the **SILKS LOUNGE**. **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 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](http://www.gripleadership.com/inclusion)).

### **CATERING IS NOT PROVIDED**

Everybody is required to bring their own packed morning tea, lunch, and a drink. Some teachers will recall that morning tea was supplied for adults in past years. At the time of organising our upcoming conferences, a significant number of venues have advised us that Covid-19 restrictions prevent them from offering morning tea platters, self-service tea and coffee etc. Therefore, we have reduced the ticket price per adult in acknowledgement that it's not possible for morning tea to be provided.

### **WHAT TO BRING**

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

### **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.

### **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/>.



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### **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](mailto: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 [accounts@gripleadership.co.nz](mailto:accounts@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,

Jenn Connaughton  
Conference Coordinator