

IWNZ Contingency Outline for Conference

14-16 May 2021

Millennium Hotel Queenstown



The National Governing Body of IWNZ are preparing for the 2021 conference and have outlined the following plan to cover a wide range of contingencies based on the current environment of living with Covid-19 levels.

Please note, that IWNZ will follow all NZ Government Ministry of Health regulations and ensure that all risk to members is minimised by following all Health and Safety procedures.

All contracts have been negotiated to cover protection for all members when attending the conference to ensure refund policies are in place for fairness to all. (*only if bookings are made directly with the venue)

The following Timeline, Contingency plan has been devised:

10 JANUARY 2021

COVID LEVEL 1 – PLAN A

Registrations Open for all based on the venue policies ensuring full refunds.

- Accommodation can be booked, pay on arrival, full refunds on deposit– * only if booked through the Hotel directly - no deposit paid, just provide Credit card number (deposits will not be refunded)
- Conference registration fully refundable up until 5 days before conference in May 2021 (*ONLY if postponement due to Covid restrictions)

COVID LEVEL 2 or Above – PLAN B

Conference Registrations Postponed till 12 February

12 FEBRUARY 2021

(next deposit due to venue)

COVID LEVEL 1

PLAN A – registrations continue

PLAN B - Registrations Open for all based on the venue policies ensuring full refunds. *(as for Plan A above)*

COVID LEVEL 2 or Above – PLAN C

POSTPONE CONFERENCE TO MAY 2022 in Queenstown.

Arrange an ONLINE BUSSINESS SESSION at the IWNZ AGM – March 2021

19 MARCH 2021

Remaining at LEVEL 1 – as for Plans A and B

Conference registrations continue for planned event May 2021

PLAN C

CONFERENCE POSTPONED TO MAY 2022 in Queenstown

HOLD ONLINE BUSSINESS SESSION on Saturday 20th March

COVID LEVEL 2 or Above – PLAN D

POSTPONE CONFERENCE TO MAY 2022 in Queenstown

Arrange an ONLINE BUSSINESS SESSION to be arranged for the weekend of May 14-16.

7TH MAY 2021

Remaining at LEVEL 1 – as for Plans A and B

Conference Happens in Queenstown – 14-16th May

COVID LEVEL 2 or Above – PLAN D

POSTPONE CONFERENCE TO MAY 2022 in Queenstown

Arrange an ONLINE BUSSINESS SESSION to be arranged for the weekend of May 14-16.

Move to Level 2 or above – just prior to conference: Plan E

POSTPONE CONFERENCE TO MAY 2022 in Queenstown

Arrange an ONLINE BUSSINESS SESSION to be held before 10 JUNE 2021

***Pandemic Clause:** Should the NZ Government give notice or a declaration under legislation such as (but not limited to) the Civil Defence Emergency Management Act 2002 or the Epidemic Preparedness Act 2006 and institutes an alert level or similar system in respect of same and the effect of the alert level or similar system means that the event cannot be held on the dates agreed, then the event may be cancelled without penalty on five (5) working days notice by either party. All deposits which have been paid up until the date of cancellation will then be refunded within ten (10) working days of receipt and acknowledgement of the cancellation notice by Millennium Hotel Queenstown.

- *Please note website will go live on 1 December 2020.*
- *Registrations forms will be distributed and online registrations will be available on 10 January 2021.*
- *A refund policy will be outlined fully on the registration forms.*