

National Data Collector's Workshop: Terms and Conditions

'Fully funded' by PLNZ from New Zealand Libraries Partnership Programme (NZLPP) funding. This is a 1 day workshop where attendees are expected to travel to and from the workshop on the day¹. No costs for accommodation of attendees will be reimbursed, unless authorised by PLNZ.

- Date:** Monday 7 August 2023
Time: 09.30am to 3.00pm (arrival morning tea and lunch provided)
Venue: Brentwood Hotel, 16 Kemp Street, Kilbirnie, Wellington
Eligibility: Limited to 1 person per Library - person responsible for data collection

Costs to be covered by PLNZ:

- Return flights to Wellington from attendees closest airport - flights are to be booked by the attendee's council and only reimbursed by PLNZ on receipt of an invoice AFTER attendance at the event. **Note for flight bookings: workshop will start at 10am sharp, however the venue is available for PLNZ use from 8.30am for early arrivals. Tea/coffee and light refreshments will be available from 9.30am. To ensure registrants can attend the whole workshop, we suggest booking return flights from 4.30pm to allow time to get to the airport.**
- PLNZ will arrange shuttles from Wellington airport to Brentwood Hotel. Please advise [Fiona](#) of arrival times, once flights are confirmed to allow for group shuttle bookings.
- Mileage (payable at \$0.95/km) from attendees home address to their closest airport or from their home address to Brentwood Hotel, if travelling by car to the venue.
- Parking (if applicable) at departure airport. There is free parking available at the venue for those travelling by car.
- Public transport to and from departure airport, if applicable.
- Public transport to and from the venue, if live within Wellington region, if applicable.
- Attendees to complete a PLNZ expenses claim form for mileage, parking, taxi and public transport (receipts required).

¹It is appreciated that some library organisations are unable to travel to and from the venue in 1 day due to unavailability of flights e.g. Grey and Westland Districts. Please discuss accommodation arrangements directly with [Fiona](#), Projects Coordinator, prior to booking.

Limitations:

- Flights for attendees must be booked as soon as registration is confirmed to ensure costs are kept to a minimum. It is advised that flight bookings are made fully refundable in case of illness, resulting in inability to attend workshop.
- If the cost of return flights is likely to exceed \$450-500, please confirm with PLNZ ([Fiona](#)) before booking.

Cancellations

Cancellations must be advised no later than 7 days prior to the workshop, for catering purposes.

No reimbursement for flights will be made if the attendee fails to attend the workshop, whatever the reason. In the event that you are unable to attend, another data person within your library organisation may attend in your place. It is your responsibility to cancel and request a refund from the airline for any flight bookings made in your name.

Cancellations and changes to the attendee from a library organisation must be advised as soon as possible.