

# Philanthropy New Zealand

## 2021 Summit cancellation and no solicitation policies

### Purpose

Philanthropy New Zealand (PNZ) Summit is a biennial event programme. This policy outlines how PNZ will treat cancellations and substitutions, and what level of refund will be payable if a delegate wishes to cancel their registration, or if PNZ needs to cancel an event and or session for any reason.

### Substitutions

If you are unable to attend the summit or any associated functions for any reason, we're happy for someone else to attend in your place. Please try to let us know at least 10 working days beforehand if you can, so we can make sure any special requirements can be catered for.

- Any cancellation for any reason for a summit ticketed event must be made in writing to [info@philanthropy.org.nz](mailto:info@philanthropy.org.nz).
- If you are a no-show, this will be treated as an on-the-day cancellation and no refund will be made.
- In the event of cancellation by the attendee for any reason, an administration fee may be deducted from any refund. The amount deducted will depend on the timing of the cancellation.
- Refunds on compassionate grounds will always be considered on a case-by-case basis.

### Summit registration fees cancellation policy

- Cancellations received before 28 March 2021 will be refunded the registration fee minus a \$50 administration fee.
- Cancellations received before 3 May 2021 will be refunded the registration fee minus a \$150 administration fee.

### Changes to events

Philanthropy New Zealand reserves the right to change the programme details for the summit and any event associated with the summit if deemed necessary without notice including, but not limited to, changes to the date and time of the event, speaker(s), topics and viewing party venues. We will endeavour to ensure that the quality of the programme is not diminished. No refunds will be made if we need to make changes.

This event has been planned flexibly enough to adapt to a resurgence of Covid-19 and will go ahead even at level 4. These adaptations may include the cancellation of one or more viewing parties but we will continue to provide high quality content online.

### Contact

If you have any questions about this policy please call us on 04 499 4090 or email [info@philanthropy.org.nz](mailto:info@philanthropy.org.nz).

### No-solicitation policy

The summit is an opportunity for people working in the philanthropic sector to share their knowledge and experience, and to learn about best practice in a collegial environment.

It is therefore not appropriate for attendees to solicit funding support or business.

We ask that all attendees respect this "no solicitation" policy to ensure that everyone gets maximum benefit and enjoyment from the summit.