



## **NZVCA 2009 Annual Private Equity & Venture Capital Conference**

**Wednesday 4 November 2009**

### **VENUE**

SKYCITY Auckland Convention Centre  
New Zealand Room, Level 5, 88 Federal Street, Auckland  
Wednesday 4 November 2009

### **REGISTRATION DETAILS, TERMS AND CONDITIONS**

All enquiries: Linda Taylor, Membership Manager  
New Zealand Private Equity & Venture Capital Association Inc.  
PO Box 106 002  
Downtown, Auckland  
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#### **Conference Registration**

Conference registrations must be made via the NZVCA website [www.nzvca.co.nz](http://www.nzvca.co.nz). The online Annual Conference

Registration Form can be found in the dropdown menu in the "News and Events" section of the NZVCA website. This ensures that your information is entered exactly as provided and that all registration and payment details are kept confidential. You will receive immediate confirmation of your registration via email. If, for some reason, you do not receive this email, please contact the NZVCA to confirm your registration.

#### **Full Registration to the NZVCA 2009 Conference includes:**

- Annual New Zealand Private Equity & Venture Capital Association Inc Conference
- Morning Tea, Lunch and Afternoon Tea
- Post Conference Evening Function

#### **Conference Registration Fees – Before 23 September (excluding GST)**

For tickets booked before 23 September

**NZVCA member \$845.00**

**Non member \$1,245.00**

#### **Conference Registration Fees – After 23 September (excluding GST)**

**NZVCA member \$895.00**

**Non member \$1,295.00**

The registration fee for the NZVCA Conference does NOT include accommodation or travel expenses. Please see the "Accommodation" section below for further details on special rates from the SKYCITY Grand. Conference delegates should make their own arrangements for any travel required. Registration fee includes morning tea, lunch, afternoon tea, post conference dinner and beverages (juice, soft drinks, wine and beer).

#### **Breakout Sessions**

Closer to the conference date, you will be contacted directly and asked to elect your preferred breakout sessions in the morning and afternoon breakout sessions. Some sessions may be limited due to space restrictions, and seats will be allocated in order of registration.

#### **Refusal of Registration**

NZVCA reserves the right to refuse any registration at its sole discretion.

#### **Cancellations and Refunds**



All cancellations and substitutions must be received via email.

Delegates who send notification of cancellation before close of business on **Wednesday 21 October 2009** will receive a refund minus a \$75 admin fee. This policy applies to all notifications cancelling conference registration.

Cancellations received **after Wednesday 21 October 2009** will incur a 100% cancellation fee.

NZVCA cannot be held liable for any costs or expenses, of whatever nature (such as hotel and transportation costs and expenses) incurred in connection with the conference for any participant who is prevented, for whatever reason (such as, but not limited to, illness), to attend the conference.

There will be no fee for substitutions or changes to registration received prior to **Wednesday 21 October 2009**.

Substitutions or changes to registrations received after this date will incur an administration fee of \$75.

No substitutions or changes will be accepted after **Wednesday 28 October 2009**.

### **Payment**

Payment for registration may be made by:

Credit card: using the credit card payment option available on the online Annual Conference Registration form on the NZVCA website.

Cheque: payable to "New Zealand Private Equity & Venture Capital Association Inc" by selecting the "Pay by Cheque" option on the online Annual Conference Registration Form on the NZVCA website.

Direct Credit: payable to ANZ, Queen Street, Auckland. Account No: 01 0102 0349959 00

If you elect to pay by the cheque or direct credit options in the online registration form, registrations will not be finally accepted until payment is received.

Please contact NZVCA if you do not receive an email confirmation immediately upon registering.

### **Accommodation**

Special conference accommodation rates are being secured at The SKYCITY Grand Hotel, for a limited number of rooms. Accommodation bookings **MUST** be reserved through SKYCITY (phone (09) 363 6080) quoting the NZ Private

Equity & Venture Capital Association Conference (Block Code GNZV041109).

**SKYCITY Grand Hotel 5 Star Luxury King Room**

**\$195 + GST per night**

Discounted rates are limited and subject to availability.

### **Car Parking**

There is limited valet parking at The SKYCITY Auckland Convention Centre at a cost of \$18 per day.

Car parking is available at the adjacent SKYCITY Casino.

### **Post Conference Evening Function**

Post conference pre-dinner drinks will be held in the New Zealand Promenade on Level 5. Dinner will follow in the New Zealand Rooms 1 & 2. The cost for this function is included in the conference registration fee. Please confirm your attendance at the evening function on the online Annual Conference Registration Form.

### **Confirmation**

Confirmation of conference registration details will be provided by email immediately upon registering.

Please bring your confirmation with you to the conference.

### **Recommended Dress**

Smart casual

### **Special Assistance**



Assistance is available to all delegates with special requirements. If you have particular dietary, mobility or other needs, please advise on the online Registration Form or contact the NZVCA.

**Speakers**

NZVCA reserves the right to alter the program and/or speakers as necessary.

**Conference Papers**

Conference papers provided by speakers will be made available on the NZVCA website at the conclusion of the conference.

**Privacy**

A copy of the delegate list will be made available to all attendees at the conference.