
2026 SIEBA HUI

Terms and Conditions - Delegates

For the purposes of these Terms and Conditions, the following terms have the following meanings:

Delegate means a person employed by a registered New Zealand school who is registered to attend the Event and has paid the Hui Fee.

Delegate List is a list of all Delegates who consent to be listed in the Delegate list. The Delegate list will be available to Delegates, Agents, Sponsors and Exhibitors.

Hui Fee means the fees published on the Events page of the SIEBA website for the Event.

Event means all SIEBA activities, functions, meetings, presentations, workshops, and/or communications scheduled for the 2026 SIEBA Hui – Under One Sky

Venue is the Christchurch Te Pae Convention Centre.

Organiser means Event Smart Conferences, their employees and/or contractors.

Cancellation means that following registration and paying the Hui Fee, a Delegate has provided prior notice to the Organiser that they will not be attending the Event. The notice provided will be in accordance with these Terms and Conditions.

No-show means that a Delegate who has previously registered and has paid the Hui Fee does not attend the Event and does not provide the Organiser with prior notice that they would not be attending the Event.

Substitute is a person from the same school who will attend the Event in the place of a person who has previously registered to attend and has paid the Hui Fee. For the avoidance of doubt, where a Substitute attends the Event, the person who previously registered has cancelled their registration and is no longer registered to attend the Event.

APPLICATION

- These Terms and Conditions apply to Delegates registered to attend the Event.
- SIEBA is committed to providing a safe, respectful and inspiring conference experience for all those participating in the Event. These Terms and Conditions set out expectations for Delegates and apply to all activities, functions, meetings, presentations, workshops, and communications that are organised as part of the Event.
- By registering to attend the Event, Delegates agree to abide by these Terms and Conditions in all respects.
- For schools who have registered for the Agent Day Forum, as spaces are limited, payment will need to be made within 14 days to secure your space. If payment is not received, your space will be offered to another school on the waitlist.

CONDUCT

- SIEBA is committed to providing a friendly, safe, and welcoming experience for all those participating in the Event.
- SIEBA is an inclusive organisation that does not discriminate against people on any grounds.
- SIEBA takes its duty to respect diversity and inclusion seriously and will promptly respond to incidents or allegations of discrimination or harassment.
- The Event will bring people together to advance international education. Delegates are required to respect the personal, political, national, religious, and/or cultural views of others and agree to refrain from actions or engagements that may breach in breach of this requirement.

At all times during the Event, Delegates will:

- Conduct themselves in a manner that reflects positively on their school, SIEBA, and the school sector.
- Avoid any action that may bring their school, SIEBA or the Event into disrepute.
- Respect and uphold decisions made by the Organiser or SIEBA.
- Maintain appropriate confidentiality and act in good faith in all dealings related to the Event, the Organiser, and SIEBA

- Foster cordial relationships, loyalty, and understanding among fellow Delegates, Agents, exhibitors, and sponsors.
- Resolve differences and conflicts in a spirit of good faith and professionalism.
- Respond promptly to communications from the Organiser or SIEBA.
- Ensure that any use of SIEBA resources or representation aligns with SIEBA's objectives and values.

CANCELLATION POLICY

- Cancellations must be submitted in writing to the Organiser by emailing wilna@eventsmart-conferences.co.nz
- Cancellation on or before 30 March 2026 will be eligible for a refund of the Hui Fee less an administration fee of \$100 plus GST.
- Cancellation after 31 March is not eligible for a refund of the Hui Fee.
- Cancellations must be in writing to the Organiser.

NO-SHOW POLICY

- No-show means that a Delegate who has previously registered and has paid the Hui Fee does not attend the Event and does not provide the Organiser or SIEBA with prior notice that they would not be attending the Event.
- A No-show by a Delegate or Substitute will be treated as a Cancellation.

SUBSTITUTION POLICY

- Where a Delegate is unable to attend the Event, the Delegate may nominate a Substitute to participate in their place. A Delegate shall advise the Organiser no less than 24 hours before the commencement of the Event if a Substitute will attend.
- Where the Organiser is notified of a Substitute less than 24 hours before the commencement of the Event, this will be treated as a cancellation.
- Substitute notice must be made to the Organiser in writing by the person registered to attend the Event. Notice shall include the full name of the person registered to attend the Event, the full name of the Substitute, their title, school name, contact phone number and email address. All registration details will be transferred to the Substitute.

- Once a Substitute is confirmed, they are a Delegate.
- Substitution requests are subject to approval by the Organiser.

DATA AND INFORMATION

- Delegates must manage and use data acquired through registration for the Event strictly in accordance with privacy regulations and these Terms and Conditions.
- The unauthorised use of Event information, including for unsolicited outreach or spam to other Delegates, Agents, exhibitors or sponsors is not permitted.
- Delegates will elect to be visible on the Delegate List and the Event App and will manage their own Event App visibility settings.
- The Delegate List will be shared with Delegates, sponsors, exhibitors and Agents attending the Event. The Delegate List will include the Delegates' first name, last name, position, school, email address and mobile number.
- By attending the Event, Delegates agree for SIEBA to take photographs or video footage of the Event which may include the Delegate. Delegates agree that such photographs and video footage may be used by SIEBA for promotional purposes.

RESPONDING TO COMPLAINTS

- A Delegate asked to desist from behaviour that is considered by the Organiser or SIEBA to be in breach of these Terms and Conditions, is required to immediately comply with the direction of the Organiser or SIEBA.
- If a Delegate engages in such behaviour and does not immediately cease that behaviour after being asked, the Organiser and SIEBA retain the right to take any action, acting reasonably, to maintain a positive and safe environment for the Event. This includes issuing warnings, either verbal or in writing, or removing a Delegate from the Event.
- The decision to remove a Delegate from the Event because of their conduct will be at the sole and absolute discretion of the Organiser or SIEBA.
- If a Delegate experiences or witness behaviour that makes them, or others feel uncomfortable, or is in breach of these Terms and Conditions, the Delegate should report their concerns to the Organiser or SIEBA staff as soon as possible.
- The Organiser or SIEBA will respond promptly to concerns about conduct and are committed to ensure the safety and wellbeing of those at the Event.

ADDRESSING GRIEVANCES

- If a Delegate feels they have been falsely or unfairly accused of breaching these Terms and Conditions, the Delegate should notify the Organiser or a SIEBA staff member to share their concerns.
- SIEBA will investigate all concerns that are brought to them and will apply the principles of natural justice when investigating concerns or allegations.

LIABILITY AND INSURANCE

- Neither SIEBA nor the Venue are liable for any claim of theft, damage of property, or injury sustained while the Event takes place. In the event of cancellation of the whole programme, or any part thereof, due to civil discord, terrorism, military action, pandemic, or natural events occurring without fault on the part of SIEBA, there shall be no refund of costs or expenses incurred.

AMENDMENTS

- The Organiser reserves the right to amend these Terms and Conditions at any time.
- Updates will be communicated to all Delegates for the Event.

ACCEPTANCE

- By completing the registration for the Event and paying the Hui Fee, Delegates acknowledge that they have read, understood, and agree to abide by these Terms and Conditions in all respects.
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