

**GSNZ 2024 Conference –**

**Call for Special Interest Group Meetings Submission Form**

Thank you for helping to shape the GSNZ 2024 conference programme by offering to run an SIG lunchtime meeting. The SIG meetings will be held between Tuesday 26 to Thursday 28 November 2024 and a classroom will be provided at the University of Otago conference venue. By submitting this form, you are signalling that you are willing to make all other arrangements and convene the meeting.

Return this form to Conferences & Events Ltd [gsnz@confer.co.nz](mailto:gsnz@confer.co.nz) by the submission deadline of **27 May 2024.**  Submissions will be considered by the programme committee and you will be notified in early June 2024.

**Information you may need from attendees:** As delegates register for the conference, we will capture contact details plus any other information you may have requested below. We will send you a live link to the attendee contact details so that you can contact them directly. Please note we will not ‘police’ actual meeting attendance so your attendee numbers on the day may be more or less than registered.

**Promoting your Meeting:** It is important that delegates have accurate information on the conference website to select their meeting and please fill in the relevant sections below. If possible, please also include a photo to encourage sign-ups.

Lunch meetings should be a maximum of 45 minutes to allow delegates time to have lunch first. Please note catering will not be served in the meeting rooms and will only be served in the exhibitor foyer. Food should not be taken into the classrooms.

For further info please contact Ali Howard or Luxor McGowan, Conferences & Events Ltd, [gsnz@confer.co.nz](mailto:gsnz@confer.co.nz) 04 384 1511.

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| **Meeting Title** |  |
| **Lead convenor and**  **co-conveners for the website:**  **first name, surname, organisation, email address** |  |
| **Description of the meeting aim and content *for the programme subcommittee***  **(limit 150 words)** |  |
| **Description of the meeting *for the website***  **(limit 100 words)** |  |
| **Any information you would like collected from attendees with registration** |  |
| **Any additional information we need to know** |  |