

**GSNZ 2024 Conference - Call for Workshops Submission Form**

Thank you for helping to shape the GSNZ 2024 conference programme by offering to run a workshop. The workshops will be held pre-conference on Monday 25 November 2024 at the conference venue. A classroom will be provided at the University but as the convenor it is your responsibility to make all other arrangements for your workshop.

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 and payments (if applicable) 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 workshop attendance so your attendee numbers on the day may be more or less than registered.

**Expenses**: Any costs must be covered by delegate payments or your own funding and the workshop must not run at a financial loss to the conference. We can arrange to pay supplier invoices or reimburse for expenses and a full paper trail is required. Supplier invoices should be addressed to *“GSNZ conference, c/o Conferences & Events Ltd”* and photos of receipts for reimbursement, along with your bank account details, should be sent to [ali@confer.co.nz](mailto:ali@confer.co.nz).

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

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.

|  |  |
| --- | --- |
| **Workshop Title** |  |
| **Lead convenor and**  **co-conveners for website:**  **first name, surname, organisation, email address** |  |
| **Description of the workshop *for the programme subcommittee***  **(limit 150 words)** |  |
| **Description of the workshop *for the website***  **(limit 100 words)** |  |
| **Start and finish time on Monday 25th November** |  |
| **$ Cost per person (if applicable) inclusive of GST and what is included e.g. food?** |  |
| **Minimum number of participants required for you to run the workshop** |  |
| **Maximum number of participants you can take, additional to workshop leaders, e.g. how many spaces we can ‘sell’ with registration** |  |
| **Any additional info attendees might need to know or bring e.g. own food, laptop, equipment** |  |
| **Any information you would like collected from attendees with registration** |  |
| **Any other information we need to know** |  |