

**GSNZ 2024 Conference - Call for Field Trips Submission Form**

Thank you for helping to shape the GSNZ 2024 conference programme by offering to run a Field Trip. The Field Trips will be held post-conference on Friday 29 November 2024. The GSNZ 2024 committee suggest that all trips are either half day or one day. As the convenor it is your responsibility to make all arrangements for your field trip including transport.

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.

**Expenses**: Any costs must be covered by delegate payments or your own funding and the Field Tripmust 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 Field Trip:** It is important that delegates have accurate information on the conference website to select their Field Trip 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.

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| **Field Trip Title** |  |
| **Lead convenor and**  **co-conveners for website:**  **first name, surname, organisation, email address** |  |
| **Description of the Field Trip *for the programme subcommittee***  **(limit 150 words)** |  |
| **A list of suggested/potential stops** |  |
| **Description of the Field Trip *for the website***  **(limit 100 words)** |  |
| **Friday 29th November: Pick-up time and location. If location is not yet known, you can advise attendees directly prior to the trip.** |  |
| **Friday 29th November: Drop-off time and location. If location is not currently known, you can advise attendees directly prior to the trip.**  *It can be helpful to delegates to include an airport drop-off at the end of the trip. If you are doing this, please give the drop-off time (or time window) at the airport which will be advertised on the website so that attendees can book flights accordingly.* |  |
| **$ Cost per person (if applicable) inclusive of GST and what is included e.g. food, transport?** |  |
| **Minimum number of participants required for you to run the Field Trip** |  |
| **Maximum number of participants you can take, additional to Field Tripleaders, e.g. how many spaces we can ‘sell’ with registration** |  |
| **Level of fitness required e.g. walking distance and difficulty** |  |
| **Any info attendees might need to know or bring e.g. own food, equipment, clothing** |  |
| **Any other information you would like collected from attendees with registration** |  |
| **Any other information we need to know** |  |