



WELLINGTON: Wednesday May 16 2018

CHRISTCHURCH: Wednesday/Thursday 8/9 August 2018

STATEMENT of PURPOSE: The CICE Discovering CI/Lean Everywhere Conference Event (“Event”) is designed for maximum peer to peer sharing and learning. It is a participative event, where attendees are both designers and creators. We are customers & suppliers of each other.

CICE – Continuous Improvement Culture Everywhere – is the vision. The very spirit of the vision is about everyone working together in a spirit of cooperation. It requires honesty, integrity, passion, professionalism, a positive and proactive attitude and a willingness to want others and New Zealand to succeed. The conference event will reflect that.

TERMS & CONDITIONS:

CONFERENCE CANCELLATIONS, TRANSFERS, PAYMENTS

- As at 1 February 2018 all payments will be by invoice due 20 month following.
- Registrations can be transferred within a company up to 24 hours prior to the event.
- Please advise the Organiser of any changes in writing. However the Organiser will retain final approval for changes.
- Registrations may not be transferred across companies (unless a registered attendee moves companies and takes the booking with them, payment will be the sole responsibility of the attendee in this instance).
- Cancellations with full refund may be made up to two weeks prior to the event.
- Cancellations within two weeks of the event will incur 50% cancellation fee.
- Cancellations within 24 hours will not be refunded.
- Non-attendance will not void payment. A copy of the invoice and full Ts&Cs will be forwarded to the appropriate accounts department if payment not received.
- If there is a waiting list then the CICE team will endeavour to fill cancellation places and be financially fair to the party cancelling.
- If the Event is cancelled for any reason, a full refund will be made. Other costs incurred by attendees will not be reimbursed.
- The Event is postponed refunds will be made if attendees are unable to transfer to their plans.
- If the Event does not go ahead due to completely unforeseen or force majeure events then CICE assumes no liability. As usual under law.

- Prices are as indicated on the booking form. If CICE Network membership sign up included in the booking then the CICE Network membership discount will apply.
 - CICE Network member means a person already signed up at time of conference booking or signs up at the same time as conference booking. Both elements need to be in place for the conference booking discount to apply.
 - CICE Network member in the company applies if other members of the company which to attend in which there is a signed up CICE member at the time of conference booking.
 - Non-CICE member means any person not signed up to the CICE Network membership regardless of any other groups of which they are a member.
- All prices quoted are exclusive of GST.
- Please note the final day for the standard rate (non-late bird) is 9am Monday 30 April for Wellington, and 5pm Friday 20 July for Christchurch. Any forms, electronic or written received after these times may incur the late fee. Verbal or email confirmation of attendance may not be taken as confirmation of eligibility for the early bird pricing. Decisions are at the sole discretion of the conference producer.

CONFERENCE AGENDA

- All details are current at time of printing. The Conference Organiser and the CICE team reserve the right to change any of the conference details without prior notice. Changes will occur in:
 - Situations out of the control of the Organiser, or
 - Because of input and feedback from delegates attending.
- Changes where possible will be notified as soon as practical prior to the event.
- Any changes will not alter the overall intent and framework of the event.
- The Conference Event dinner cannot be booked separately as it goes against the inclusive nature of the event.

CONFERENCE SITE VISIT

PLEASE NOTE: The Wellington Conference event does not contain a site visit offering.

- Christchurch ONLY

Wednesday 8 August: Tait Communications.

- Places are limited.
- The host company has the final right to review the list and respectively decline attendees if there are any conflicts of interest. This is not negotiable.
- Places on the attendance list will be strictly on a first come, first served basis, with the final list dependent on the bullet points above.
- Final attendance list will be notified as soon as practical prior to the event.
- There is a participation fee for attendees for administration purposes.
- In the final attendance list priority may be given to those who would (1) not have an opportunity at another date, or (2) not have attended one of the sites before.
- The programme will be available prior to the visit. It will include an overall presentation of the story to date, visits to implementation teams, refreshments and networking Q&A session.
- To attend the site visit there will be procedure to be followed, and respect for the host site. All details will be provided prior to the site visit.

ADDITIONAL

- Completion and submission of conference programme booking form, will indicate acceptance of these terms and conditions.
- Completion and submission of the programme form will ensures engagement with the on-going nature of the event throughout the year.
- Respect and confidentiality in regards to sharing and stories heard in the conference will be anticipated and expected from delegates.
- CICE is neutral and independent and will endeavour to match actions to these principles.
- **Individual Consultants/Advisors/Externals** are welcome to enquire about attendance. Acceptance will be entirely at the discretion of the CICE Conference Organiser. Consultants/Externals that are fully paid up members at time of conference booking are automatically eligible. The sign up membership for consultants in regards to joining the network and obtaining the conference discount are also at the discretion of the CICE Conference Organiser, CICE Network Lead.
 - **Criteria:** The Network and Conference are both about mutually sharing and learning. If perception is that this won't occur entry may be restricted. Numbers of balance in the conference and at tables is also a consideration for consultant/external inclusion.

VENUES/ACCOMMODATION

Wellington

CICE Conference Venue: Mac's Function Centre, Wellington Waterfront.

- Accommodation for the event is to be personally and privately booked.
- No specific deals have been arranged however the conference venue is central city Wellington, so there are a number of options to suit all budgets available.
 - Please click the following link for options: Wellington.NZ.com/accommodation

Christchurch

CICE Conference Venue: Tait Function Centre.

- Accommodation for the event is to be personally and privately booked. With all accommodation correspondence is to be direct between attendees and the venue
- There is no accommodation on site with the conference venue, however there is a discount rate available please see details below.

ACCOMMODATION: Gateway Motor Lodge. 45 Roydale Ave, Burnside. \$179/night incl. gst. Breakfast separate: \$29/full option. Email Kelly@airportgateway.co.nz or ph: 03 358 7093. Quote: the CICE Conference. **By 31 May 2018.** www.airportgateway.co.nz

- If booking the special delegate rate outlined these are to be booked directly with the venue. Neither CICE nor the Conference Organiser are in any way responsible for accommodation.

LEGAL and LIABILITY/DISCLAIMER

- The CICE Conference Event will be governed by relevant NZ Law. In addition: If there are any major breaches of trust, or commercially sensitive issues then the services of an independent mediator may be engaged.
- This is intended to be a network where members are entirely part of the process. If there are any failures to deliver then engagement and feedback is actively encourage and sought so that changes can be made/the issue addressed. Continuously improving what CICE is about.
- The Organizer will not assume any responsibility whatsoever for any damage or injury to persons or property during the Conference.

PRIVACY

- All personal data provided to the Organizer for registration will be treated as confidential. The data shall be used and stored for further processing and documentation purposes. The information will not be re-used for an incompatible purpose. The Organizer will only disclose information to third parties if that is necessary for the fulfilment of the conference event purpose outlined above.
- A privacy question has been included on the booking forms as a significant number of attendees which for a full list of attendees. Individual requests for privacy or disclosure will be respected.

Every endeavour has been made to cover eventualities and to ensure maximised benefit for all involved. It is crucial attendees take an active role in the event prior, during and after as input, ideas and feedback is crucial not only to the success of the event but to the overall success of lean journeys as well.

QUERIES: Any queries, questions or comments can be directed to the following:

CONFERENCE ORGANISER/HOST and head of CICE

CICE, Trish Wilson, Professional Catalyst, Continuous Improvement Specialist

trish@cice.co.nz or trish@leankiwis.org.nz www.cice.co.nz PO Box 16094, Sandringham, Auckland 1351.

NOTE: Continuous Improvement (CI) wording is used throughout the document. This is taken to mean any continuous improvement methodology including but not limited to: Lean, Lean manufacturing, Six Sigma, Lean Six Sigma, Theory of Constraints, Kaizen, Total Quality Maintenance.....