



GENERAL TERMS AND CONDITIONS

as of November 2024

Definitions

The Nurses and Nurse Practitioners of BC (NNPBC) is the official host of the Conference and hereafter referred to as “Organizer”.

Venue West Conference Services has been contracted by the Organizer and is responsible for registration services and hereafter referred to as “Conference Secretariat.”

The **General Terms and Conditions** are valid for each attendee registered for the 19th Annual BC Nurse Practitioner Conference taking place June 13-15, 2025 (hereafter referred to as “Conference”). Any person is considered an attendee.

CONFERENCE REGISTRATION

Registration Deadlines

Early Bird Registration ends April 7, 2025 – 11:59 PM PDT.

Regular Registration starts April 8, 2025 – 12:00 AM PDT.

Registration Fees

All registration fees are in Canadian Dollars. The registration fee includes admission to all plenaries, breakout sessions, the Welcome Reception, (not included in single day attendance) and access to Exhibitors and Posters. Pre-conference workshop and Networking Gala Dinner tickets must be purchased separately.

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the completed online registration as well as the payment in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button “Complete My Registration” at the end of the form. Should a deadline be missed, the next applicable fee will be automatically charged. Registrations are not confirmed until payment is received in full.

If the maximum attendee capacity is reached, the Organizer reserves the right to refuse any registration or close the registration site early.

Eligibility

To be eligible to register for the Conference, attendees must be at least 18 years old.

Language

The official Conference language is English.

Registration Confirmation / Payment Receipt

Registrations are confirmed by email when payment is received in full.



Registration Transfer

An administration fee of CAD 35 will be charged for every name change to an existing Conference registration. Attendees wishing to transfer their registration to another person, must contact nnpbc-registration@venuewest.com and provide contact details for the replacement including their registration ID that can be found on the confirmation email. Substitutions are accepted until May 25, 2025.

Photography and Video Recording

Photography and Image Capture. Please be advised that photographs and recorded videos will be taken at the conference for use on NNPBC website and in the media, as well as future NNPBC conferences marketing materials and other publications. By attending the conference, you acknowledge that your photo may be taken and used by conference officials.

Name Badges

Name badges are required to always be worn for access to session and functions. If a name badge is lost a CAD 35 administrative fee will apply to a badge reprint.

METHODS OF PAYMENT

All registration fees may be paid by credit card (American Express, Diners Club, Discovery, JCB, Mastercard, UnionPay and Visa), or e-Transfers (Canadian bank accounts only). Any bank charges incurred (including any credit card charge backs for challenged registrations) must be paid by the sender and not the Conference Secretariat.

Credit card is the preferred payment method and results in an instant confirmation of attendance. All transactions will appear on the credit card statement as a payment to Venue West Conference Services. Attendees who wish to pay by an e-transfer will receive an invoice by email. Invoices are payable within 21 days after receipt, or before the first day of the conference if the registration date is less than 21 days prior to the start of the conference.

ACCOMMODATION

Room type booked during the registration process is not guaranteed. Any changes to your booking need to be emailed to nnpbc-registration@venuewest.com. A hotel booking confirmation email will be sent closer to the conference dates with hotel details and confirmation number. If you didn't book accommodations, you can log back in and book accommodations up to Monday, May 25, 2025.

CANCELLATION POLICY

Registration Cancellations

Cancellations are permitted until Friday, May 9, 2025. Registrants will receive a full refund less a CAD \$75 administrative fee.

Cancellations must be submitted via email to the Conference Secretariat no later than the above date by emailing nnpbc-registration@venuewest.com. If payment was previously made by e-transfer, the notification must include all the relevant information regarding the details to which a possible refund may be remitted. Registrants wishing to cancel after Friday, May 9, 2025, will not be eligible for a refund, however, transfer of the registration to another delegate is acceptable. See *Registration Transfer* above.



Cancellation of the Conference

If the Conference cannot be held or is postponed due to events beyond the control of the Organizer (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Organizer, the Conference Organizer cannot be held liable by registrants for any costs or losses incurred. Under these circumstances, the Organizer reserves the right to either retain the entire registration fee and to use it for a future Conference, or to reimburse the attendee after deducting costs already incurred for the organisation of the Conference and which could not be recovered from third parties.

Data Protection and Sharing of Contact Details

The Conference Secretariat is committed to protecting the privacy of all personal data you provide for this event. To view the privacy policy for this event, please [click here](#).

Code of Conduct

The Conference is committed to providing a professional, friendly, safe, and welcoming environment for all participants at this meeting, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected class. We expect all attendees and speakers to help ensure a safe and positive experience for everyone. Unacceptable behaviour will not be tolerated during any portion of a meeting or event.

Unacceptable behaviour includes but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Harmful or prejudicial verbal or written comments related to gender, sexual orientation, race, religion, disability, or other personal characteristics, including those protected by law.
- Inappropriate disruption of sessions or functions.

Report harassment to our staff by emailing nnpbc-conference@venuewest.com.

Consequences of misconduct may include:

- Immediate removal from event without warning.
- Restrictions from future events.
- Taking screenshots, photography, video, or audio recording of oral presentations is prohibited.