

# General Terms and Conditions for the GB29 meeting and associated events

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*These Terms and Conditions apply to everyone who has registered and received confirmation of registration from the GBIF Secretariat for the 29<sup>th</sup> meeting of the GBIF Governing Board (GB29) and associated events, taking place in Brussels, Belgium, 2-6 October 2022.*

## Criteria for attending the GB29 meeting and associated events

It is important to note that the GB29 meeting and associated events are not open events. In order to attend the various events, you must have the appropriate role to attend. Please carefully read the registration requirements in this document and only register for the events that you are eligible to attend.

### GBIF committee meetings (2 October 2022)

Only members of the GBIF committees (Budget Committee, Executive Committee, Science Committee, and the Nodes Steering Group) can register for their respective committee meetings.

Please note that the Executive Committee will have a short meeting after the end of the Governing Board meeting on 5 October. Newly elected chairs should be prepared to join the meeting.

### Official Governing Board meeting (3-5 October 2022)

Only Heads of Delegation, committee members and invited observers can register for the official Governing Board meeting.

If the Head of Delegation is not able to attend the meeting, they may appoint a temporary Head of Delegation to attend the meeting. This must be indicated in the registration form.

The Head of Delegation may also nominate additional delegates to attend the meeting. According to the GBIF Rules of Procedure, each Head of Delegation may be accompanied to Governing Board meeting by up to two additional delegates. Additional delegates cannot register themselves but must be added to the registration form by the Head of Delegation.

Like in previous years, we also offer the opportunity for the delegation to include up to two observers (virtual attendance only). Delegation observers will not have authority to take the floor.

Invited observers and GBIF committee members can also attend the Governing Board meeting. Invited observers and committee members must indicate their role in the registration form.

Governing Board delegates, GBIF committee members and invited observers are invited to join the social events: Icebreaker on 2 October, Hosted dinner on 4 October and the excursion to the Meise Botanic Garden on 5 October. Registration is also required for these events.

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## Registration

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In order to attend the GB29 meeting and associated events, registration is required.

### Physical or virtual attendance

GBIF offers the possibility of attending the events virtually. Therefore, For the GB29 meeting it is possible, in addition to attend in-person, to attend virtually. When registering, please indicate if you will attend in-person or virtually.

### How to register

Registration for the various events is done via the GB29 online registration form via <https://gb29.gbif.org/>.

After you have completed the sign-up form, you should receive an automated notification, saying that your registration application has been received. In the email there will be a link to your registration which we recommend you save, as the link can be used to edit your registration.

The GBIF Secretariat will then contact you by email, confirming the events you have been registered for. Your registration is not considered complete until you have received the registration confirmation from the GBIF Secretariat.

*Remember that only Heads of Delegation, invited observers and members of the GBIF committees can register. If you are a member of a delegation and wish to attend as such, please contact your Head of Delegation about being included in the registration.*

### Change of registration

You can at any point up to the registration deadline on 21 September 2022 change your registration. However, please make sure that you still fulfil the registration requirements for the event(s).

### Cancellation of registration

You can at any point up to the registration deadline on 21 September 2019 cancel your registration.

If you wish for someone else to take over your registration, please inform the GBIF Secretariat in writing at [GB29@gbif.org](mailto:GB29@gbif.org).

### Deadline for registering

The registration closes on 21 September 2022.

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## **Proof of registration**

All registered attendees who will attend the meeting in-person will receive a name badge and are requested to carry their name badge visibly at any time during the events.

## **Handling of registration information**

By registering for any GB29 event you give the GBIF Secretariat permission to process your personal information for the event in the following way:

- Your registration information, including your name and contact details will be kept in the GB29 registration system so that you can edit or cancel your registration
- Your email address will be used to contact you with information relating to the GB29 meeting
- If you attend the official Governing Board meeting your name and contact details will be listed in the official List of Participants which will be made available to all GBIF delegates.

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## **Recordings of sessions**

In case the Head of Delegation is not able to attend the meeting in person or virtually due to time zone difficulties, provision will be made to ensure that all delegates can view recordings of the proceedings in their own time. It is expected that all Governing Board sessions will be recorded and be made available as quickly as possible after the end of each session.

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## **Health and safety**

For those who will attend the meeting in person, please check the rules for entering Belgium before you leave as due to the recent COVID-19 pandemic, rules may change at short notice. More information and relevant links can be found at <https://gb29.gbif.org> in the 'Travel and Accommodation' section.

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## **Letter of invitation and visa**

The GBIF Secretariat can upon request provide official letters of invitation to registered attendees.

Unless stated directly in the invitation letter, the letter of invitation does not financially obligate the GBIF Secretariat or the local organizer in any way.

Normally, all expenses incurred in relation to the conference, incl. travel and accommodation, are the sole responsibility of the attendee.

The GBIF Secretariat offers the possibility of applying for partial funding to attend the Governing Board meeting. More information is available at <https://gb29.gbif.org/>. If partial funding is granted, the invitation letters will include information about the funding offered.

Attendees who need visa for Belgium are encouraged to apply well in advance of the meeting. Information on visa requirements is available in the Travel and Accommodation section at <https://gb29.gbif.org/>.

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## **Confidentiality**

Delegates and observers are reminded that the GBIF Governing Board is a closed meeting, and that they should not share social media posts about its proceedings during the meeting. This does not apply to the public sessions of the Governing Board which will be clearly indicated in the agenda.

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## Code of Conduct

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By participating in any GB29 event, you will need to agree to abide by the GBIF Code of Conduct: <https://www.gbif.org/code-of-conduct>.

Any attendee who violates the GBIF Code of Conduct may be expelled from the meeting and/or refused to register for future GBIF conferences, meetings or events.

Attendees are encouraged to report any witnessed behavior which would be considered in violation with the Code of Conduct or inconsistent with expected behavior at a GBIF Governing Board meeting. Please contact any on-site representative of the GBIF Secretariat.

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GB29 attendees must at all times comply with these terms and conditions as well as any reasonable direction given to you by the organizer.

If you have any questions, please contact the GBIF Secretariat at [GB29@gbif.org](mailto:GB29@gbif.org).

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*GBIF reserves the right to change, amend, add or remove any of the above Terms & Conditions in its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all event participants.*