

General Terms and Conditions for the GB30 meeting and associated events

Contents

Criteria for attending the GB29 meeting and associated events	1
Registration.....	2
Recordings of sessions	3
Health and safety	4
Letter of invitation and visa	4
Confidentiality	4
Code of Conduct.....	4

These Terms and Conditions apply to everyone who has registered and received confirmation of registration from the GBIF Secretariat for the 30th meeting of the GBIF Governing Board (GB30) and associated events, taking place in Canberra, Australia, 15-20 October 2023.

Criteria for attending the GB30 meeting and associated events

It is important to note that the GB30 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.

Even though there may be possibilities to join some of the events remotely, we strongly encourage people to attend in person, especially due to the time zone difference.

Nodes Training (15-16 October 2023) and Global Nodes meeting (17 October 2023)

Only node managers or their designated alternates and nodes staff can register for the Nodes training and the Global Nodes Meeting.

GBIF committee meetings (16 and 17 October 2023)

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 19 October. Newly elected chairs should be prepared to join the meeting.

Official Governing Board meeting (18-19 October 2023)

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

Head of Delegation

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.

Additional delegates

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 Delegation observers (virtual attendance only). Delegation observers will not have authority to take the floor.

Invited observers and GBIF committee members

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.

Social events and Biodiversity Symposium

Node managers, node staff, Governing Board delegates, GBIF committee members and invited observers are invited to join the social events: Icebreaker on 17 October and the Hosted dinner on 18 October, as well as the Biodiversity Symposium on 20 October. Registration is also required for these events.

Registration

In order to attend the GB30 meeting and associated events, registration is required.

Physical or virtual attendance

GBIF offers the possibility of attending some of the events virtually. However, we strongly encourage people to attend in person, especially due to the time zone difference.

When registering, please indicate if you will attend in-person or virtually.

How to register

Registration for the various events is done via the GB30 online registration form at <https://qb30.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 Additional delegates cannot register themselves but must be added to the registration form by the Head of Delegation. Therefore, if you are a member of a delegation and wish to attend the Governing Board meeting, 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 29 September 2023 change your registration. However, please make sure that you still fulfil the registration requirements for the event(s) as presented in this document.

Cancellation of registration

You can at any point up to the registration deadline on 29 September 2023 cancel your registration.

If you wish for someone else to take over your registration, please inform the GBIF Secretariat in writing at GB30@gbif.org.

Deadline for registering

The registration closes on 29 September 2023.

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 GB30 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 GB30 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 GB30 meeting
- If you attend the Nodes Training and Global Nodes Meeting and 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 attendees after the meetings.

Financial support

The GBIF Secretariat offers the possibility of applying for partial financial support to attend 1) the Nodes Training and Global Nodes Meeting on 15-17 October 2023 and/or 2) the Governing Board meeting on 18-19 October 2023. Support may include partial funding of economy-class flight tickets and a subsidy to cover accommodation. More information can be found at <https://gb30.gbif.org>. Please note that applications received after the stated deadline will not be considered.

Recordings of Governing Board sessions

In case the Head of Delegation is not able to attend the Governing Board 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.

Health and safety

For those who will attend the meeting in person, please check the rules for entering Australia 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://gb30.gbif.org> in the 'Travel and Accommodation' section.

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.

If partial funding is granted, the invitation letters will include information about the funding offered.

Attendees who need visa for Australia are encouraged to apply well in advance of the meeting. Information on visa requirements is available in the Travel and Accommodation section at <https://gb30.gbif.org/>.

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.

Code of Conduct

By participating in any GB30 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.

GB30 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 GB30@gbif.org.

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.