

## General Terms and Conditions for the GB26 meeting and associated events

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*These Terms and Conditions apply to every person who has registered and received confirmation of registration from the GBIF Secretariat for the 26<sup>th</sup> meeting of the GBIF Governing Board (GB26) and associated events, taking place in Leiden, the Netherlands, 17-23 October 2019.*

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### Criteria for attending the GB26 meeting and associated events

It is important to note that the GB26 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.

#### Nodes Training (17-18 October 2019)

The two days of Nodes Training is open to GBIF Node managers. If the Node manager is not able to attend the training, he/she may appoint an alternate from the node team to attend the training. This must be communicated to the GBIF Secretariat at [GB26@gbif.org](mailto:GB26@gbif.org) prior to registration.

#### Global Nodes meeting (19 October 2019)

The Global Nodes meeting is open to GBIF Node managers. If the Node manager is not able to attend the meeting, he/she may appoint an alternate from the node team to attend the meeting. This must be communicated to the GBIF Secretariat at [GB26@gbif.org](mailto:GB26@gbif.org) prior to registration.

#### GBIF committee meetings (20 October 2019)

Only members of the GBIF committees (Budget Committee, Executive Committee, Science Committee and the Nodes Steering Group) can attend the meetings.

#### Official Governing Board meeting (21-23 October 2019)

All Heads of Delegation are members of the GBIF Governing Board and can register for the official Governing Board meeting on 21-23 October 2019.

If the Head of Delegation is not able to attend the meeting, he/she may appoint an alternate Head of Delegation to attend the meeting. This must be communicated to the GBIF Secretariat at [GB26@gbif.org](mailto:GB26@gbif.org) prior to registration.

Additional delegates who wish to attend the official Governing Board meeting must get approval from their Head of Delegation. Therefore, the Head of Delegation should notify the GBIF Secretariat at [GB26@gbif.org](mailto:GB26@gbif.org) of any additional delegates joining his/her delegation at 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.

Also invited observers and elected GBIF committee chairs and vice-chairs can attend the official Governing Board meeting.

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## Registration

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It is necessary to register in order to attend the GB26 meeting and associated events.

### How to register

Registration for the various events is done via the GB26 registration page at <https://gb26.gbif.org/en/registration/>.

After you have finished the registration, 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.

### Change of registration

You can at any point up to the registration deadline on 6 October 2019 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 6 October 2019 cancel your registration.

If you wish for someone else to take over your registration, please inform the GBIF Secretariat in writing at [GB26@gbif.org](mailto:GB26@gbif.org).

### Deadline for registering

The registration closes on 6 October 2019.

### Proof of registration

All registered attendees 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 GB26 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 GB26 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 GB26 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 the attendees of the official Governing Board meeting

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## Letter of invitation and visa

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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 and the Nodes Training / Global Nodes meeting. More information is available at <https://gb26.gbif.org/en/financial-support/>. If partial funding is granted, the invitation letters will include information about the funding offered.

Attendees who need visa for the Netherlands are encouraged to apply well in advance of the meeting. Information on visa requirements is available at <https://gb26.gbif.org/en/travel-accommodation/#visa>.

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## Code of Conduct

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By participating in any GB26 event, you will need to agree to abide by the GBIF Code of Conduct: <https://www.gbif.org/code-of-conduct>.

Any attendees 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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## Biodiversity\_Next

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The Biodiversity\_Next conference will take place on 22-25 October 2019 in Leiden. As Days 2 and 3 of the official Governing Board meeting will take place in the afternoon, we encourage the Governing Board delegates to attend the morning sessions of Biodiversity\_Next on 22-23 October.

More information on Biodiversity\_Next can be found at <https://biodiversitynext.org/>.

GB26 attendees can attend the Biodiversity\_Next sessions on 22-23 October for free (you will need to show your GB26 name badge).

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GB26 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 [GB26@gbif.org](mailto:GB26@gbif.org).