

HOSTED BUYER FAQ – MEETINGS 2023

When and where is MEETINGS 2023

MEETINGS will be held at Takina Wellington Convention Centre. The programme commences on 20 June until 22 June:

- Monday 19 June – Hosted Buyer arrival
- Tuesday 20 June – Wellington Host City famil. All day in various locations in and around Wellington / MEETINGS Welcome Function
- Wednesday 21 June – Day 1 Tradeshow timings TBC
- Thursday 22 June – Day 2 Tradeshow times TBC / MEETINGS Gala Dinner
- Friday 23 June – Hosted Buyer departure

BUYER COMMITMENTS

Hosted Buyers are:

- experienced and senior event planners in the events industry.
- event planners who research, organise, influence, contract and make budgetary decisions for events.
- planning and/or booking events on a regular basis - at least on average 4+ per year with 60-100+ attendees
- venue 'finders' or venue sourcing companies with a history in the industry

What am I committing to as a Hosted buyer

The most important commitment is to attend the show on Wednesday and Thursday to fulfil the number of allocated PSA's. Additional commitments which are mandatory include:

- The MEETINGS Welcome function on Tuesday 20 June
- Host Hotel evening on Wednesday 21 June
- Air New Zealand / Tourism New Zealand AU Hosted Buyer event – TBC

Other activities are available on a non-mandatory basis include

- Wellington Host City Familiarisation on Tuesday 20 June
- Special invite events from exhibitors or sponsors during the programme

As a Hosted Buyer how long do I have to be at the show?

Hosted Buyers are expected to be on the show floor on Wednesday 21 June and Thursday 22 June. Hosted Buyers are to attend their appointments in the time allocated within the PSA.

HOSTED BUYER BENEFITS AND COSTS

Fully hosted Buyers commit to 32 x 15minute pre-scheduled appointments (PSA's) with exhibitors.

In return BEIA will provide:

- Return economy trans-Tasman flights from TT ports
- Transfers to/from Wellington airport to your host Hotel
- Four night's complimentary accommodation in a 4-5 star hotel in Wellington
- Buffet Breakfast each morning
- Participation on the Wellington Host City Familiarisation (Tuesday 20 June) showcasing unique Wellington experiences
- Ticket to MEETINGS Welcome Function on Tuesday 20 June
- Morning, afternoon tea and lunch on the show days – Wednesday 21 and Thursday 22 June
- Ticket to MEETINGS Gala Dinner on Thursday 22 June
- An online meetings platform providing flexibility and control over your PSA's
- An open diary to schedule additional appointments with exhibitors
- Access to MEETINGS Professional Development sessions
- **90 Australia** Fully Hosted positions available
- **110 Domestic** Fully Hosted positions available
- Limited number of 1 day NZ hosted buyer positions will be offered at MEETINGS 2023

Australian semi-hosted buyers are provided with the same benefits above, except for flights and transfers. These are covered at your own expense. In return you will be required to conduct less exhibitor appointments.

What is not included in attending MEETINGS

The below costs are not included in the hosted buyer programme:

- Accommodation over and above the nights covered by MEETINGS
- Meals outside those provided in the catering provisions
- Personal extras at the hotel, extra meals, snacks, mini bar. These must be settled by you on departure from the hotel.
- Taxis or transport if arriving outside of the hosted buyer dates and times.
- Travel insurance
- AU departure tax. BEIA collects this on behalf of Air NZ.

What catering is included for buyers

- Buffet breakfast in the restaurant of your nominated hotel
- Lunch on Tuesday 20 June – Wellington host city famil
- Light dinner at the MEETINGS welcome function on Tuesday 20 June
- Morning, afternoon tea and lunch at MEETINGS on Wednesday 21 and Thursday 22 June.

What's the difference between hosted and semi-hosted?

Hosted buyers have flights and transfers included in return for committing to 32 PSA's. Semi-hosted buyers pay for their own flights and transfers.

Semi hosted buyer positions will be available once the fully hosted buyer programme has closed off.

APPLICATION PROCESS

- Anyone can apply via the application link on our website. Invitations are also distributed from the BEIA database or from sponsors, exhibitors, or hotel partners.
- If you receive an invitation and you would like to be a hosted buyer, complete the application form.
- Once the application form is received, the hosted buyer committee will check and verify the information provided. Reference checks will be undertaken if necessary and you may be contacted to provide more information on clients, venues, or suppliers.
- AU Applications will be processed as quick as possible and will be turned around in 10 working days
- If your application is approved, you will receive an email with instructions to read and accept the Terms and Conditions for being hosted. AU hosted buyers will also require to pay departure taxes/levies. This will be paid via VISA OR MASTERCARD only via our system.

How is the application accessed

The MEETINGS 2023 hosted buyer committee takes into consideration:

- Your current role and potential to research, organise, influence, contract and make budgetary decisions for either domestic or international events.
- Your position and strong history in the events industry – your LinkedIn profile.
- The length of time you have been working at your current company
- Your events:
 - How many events you organise per annum (or contract)
 - Types of events
 - Size of events
 - Where these events are held
 - The number of confirmed or planned events taking place in NZ or the Asia Pacific region.

What is the cut-off date for Hosted Buyer applications:

Application cut off will be Friday 8 April 2023

How many applications do you accept

Domestic applicants:

We have places for **110** fully hosted buyers at MEETINGS 2023.

Limited number of 1 day NZ hosted buyer positions will be offered at MEETINGS 2023

Australian applicants:

We have **90** fully hosted buyer positions. Please keep in mind that we have limited number of positions available and where we receive more than application per company, discussions will be held to ascertain who will be extended the hosted buyer position. Subsequent applicants may be extended a fully hosted or semi-hosted buyer position, depending on the size or number of opportunities detailed in the application.

Australian semi-hosted buyer:

We have **20** semi hosted buyer positions available. TT Flights and transfers are the responsibility of semi hosted buyer.

International buyer:

We have **5** fully hosted buyer positions available – invitation only.

What happens if my application is unsuccessful

You will be notified and invited to register as a self-funded 'day visitor buyer'. These applications will be open on our website www.meetings.co.nz prior to the show.

PSA AND MATCHING PROCESS

A pre-scheduled appointment with an exhibitor.

Fully hosted buyers commit to 32 x 15-minute PSA's and semi-hosted buyers receive 22 x 15 minutes PSA's. These PSAs are done on the show floor Wednesday 21 and Thursday 22 June.

No PSAs are scheduled during morning, afternoon team or lunch breaks. You can use some of this free time to meet exhibitors not scheduled in your diary.

Do I have to complete my full diary.

Yes, it is a condition of attending MEETINGS as a fully hosted or semi-hosted buyer that you complete a full diary of appointments across the two-day period.

Can I share my PSA schedule with a colleague?

If there are two of you from the same company and are fully hosted, you will need to complete your own PSA schedule.

ACCOMMODATION

Both fully hosted and semi hosted buyers receive complimentary accommodation and buffet breakfast within a close distance to Tākina Wellington Convention Centre.

- AU/NZ fully hosted buyers receive 4 nights complimentary accommodation Monday 19 June – Friday 23 June
- AU semi-hosted buyers receive 3-4 nights complimentary accommodation
- NZ 1 day hosted buyers receive 1 night's complimentary accommodation on either Tuesday 20 June or Thursday 22 June.

Additional nights over and above those listed will be at the individual buyer's personal expense.

Is breakfast included

A buffet breakfast in the hotel restaurant is included with accommodation. Any in-room dining, breakfast, and other meals, mini-bar etc will be at your own expense.

CAN I EXTEND MY TIME PRE/POST MEETINGS?

There will be the opportunity for AU/International Hosted Buyers to participate on a Wellington Pre-familiarisation, hosted by Business Event Wellington. Positions will be confirmed by Business Events Wellington and you must tick this option on the registration form.

- 20 Hosted Buyers positions available for either– Incentive Famil or PCO-Association famil

For Australian hosted buyers, there will be no formal familiarisations, but if you have the need to visit or would like to take the time to explore another region, we will put you in touch with the host Bureaux. For all extensions, travel requests need to be received in writing to the Hosted Buyer manager and Trans-Tasman flights will be organised based on availability. Any internal flights will be the buyer's responsibility.

Can I choose my Host Hotel?

Your accommodation is covered by our Wellington Host Hotel partners. If you are a regular or frequent user of a particular hotel or chain, you may be personally invited by them to stay at their property. The Hotels will advise the Hosted Buyer manager with names of those buyers and will be allocated accordingly.

It is not an option to swap hotels after you have been allocated by the hosted buyer team.

When will I be notified of my Host Hotel.

Hosted Buyers will be advised of their accommodation in May 2023.

TRANSFERS

Transfers are included for fully hosted AU/NZ buyers and 1-day NZ buyers.

Semi-hosted buyers cover their own transfers.

COVID-19

No proof of vaccination is required before travelling to New Zealand

Mandatory Travel Declaration

All travelers must complete the New Zealand Traveler Declaration before departure to New Zealand. Travelers can start the New Zealand Traveler Declaration 28 days before departure. Travelers who complete their declaration and upload their proof of COVID-19 vaccination and other documents can submit their New Zealand Traveler Declaration. Travelers will receive a Traveler Pass once approved, and the Traveler Pass will have a QR code. Travelers must show their Traveler Pass at check-in by their airline and again at Customs on arrival in New Zealand. The Traveler Pass can be printed or saved to a mobile device. When completing the New Zealand Traveler Declaration, travelers must provide their contact, passport details, flight number, travel history, and vaccination status.

CANCELLATION POLICY

You must notify the hosted buyer manager in writing. Cancellation policy and dates are detailed in the T&C's.