

General Terms and Conditions for the GB31 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 31st meeting of the GBIF Governing Board (GB31) and associated events, taking place in Vairão, Vila do Conde, just outside Porto, Portugal, 30 September-4 October 2024.

Criteria for attending the GB31 meeting and associated events

It is important to note that the GB31 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.

Unless indicated, the events will be in person on site only.

GBIF committee meetings (30 September 2024)

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 in addition to the meeting on 30 September, the Executive Committee will have a short meeting after the end of the Governing Board meeting on 3 October. Newly elected chairs should be prepared to attend the meeting.

Official Governing Board meeting (1 & 3 October 2024)

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 on 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.

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.

Symposium

Please note that in between the two Governing Board meeting days, on 2 October, a Symposium will take place. All Governing Board delegates, GBIF committee members and invited observers are invited to join the symposium which will be open to the public. Registration is required.

Social events

Governing Board delegates, GBIF committee members and invited observers are invited to join the social events: Icebreaker, Hosted dinner and an excursion. Registration is also required for these events.

Registration

In order to attend the GB31 meeting and associated events, registration is required.

How to register

Registration for the various events is done via the GB31 online registration form at <https://gb31.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 13 September 2024 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 13 September 2024 cancel your registration.

If you wish for someone else to take over your registration, please inform the GBIF Secretariat in writing at GB31@gbif.org.

Deadline for registering

The registration closes on 13 September 2024.

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 GB31 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 GB31 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 GB31 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 the Governing Board meeting on 1-3 October 2024 as well as the Symposium on 2 October 2024. The support is only available to a limited group of attendees and may include partial funding of economy-class flight tickets and a subsidy to cover accommodation. More information can be found at <https://gb31.gbif.org/>. Please note that applications received after the stated deadline will not be considered.

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 Governing Board meeting and associated events, 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 Portugal are encouraged to apply well in advance of the meeting. Information on visa requirements is available in the Travel and Accommodation section at <https://gb31.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.

Code of Conduct

By participating in any GB31 event, you will need to agree to abide by the GBIF Code of Conduct: <https://www.gbif.org/code-of-conduct>.

Violation of the GBIF Code of Conduct may result in dismissal from the meeting and restriction or prohibition from attending future GBIF conferences, meetings and 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.

GB31 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 GB31@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.