

TRENZ BUYER CHECKLIST



Careful preparation will ensure you get the maximum benefit from your TRENZ attendance. Use the checklist below to ensure you complete all of the important tasks before you get to TRENZ.

Registration

- Primary registration contact to review company TRENZ profile in My TRENZ Zone
- All staff members attending TRENZ to review their individual TRENZ profile in the My TRENZ Zone
- All staff members to update emergency and dietary information in My TRENZ Zone
- Familiarise yourself with the TRENZ Terms and Conditions, especially the cancellation policy

Logistics

- Travel to New Zealand booked
- Advise your flight details so we can arrange transportation from the airport to your hotel (in My TRENZ Zone)
- Check your Passport has a minimum of 6 months on it after the date of departure from New Zealand
- Arrange visas (if required)
- Travel and Medical Insurance organised (recommended)
- Check your TRENZ accommodation allocation (in My TRENZ Zone)
- Arrange any additional accommodation (if you need accommodation outside of the 4 nights' provided)
- Advise if you have a translator accompanying you (in My TRENZ Zone)

Appointments (in My TRENZ Zone)

- Review Seller profiles to confirm who you would like to meet with (in My TRENZ Zone)
- Review the document about the appointment process (available in the resource section of the website)
- Contact Sellers who you would like to meet with so that you can both request each other to increase your chances of securing an appointment at this stage
- Complete appointment request process
- Complete your appointment diary via the manual appointment scheduling process

Making the most of out of your TRENZ investment

- Determine your goals and objectives for attending TRENZ - create some KPI's
- Familiarise yourself with support documents under the resources section of the TRENZ website
- Read website updates and TRENZ Tips in the lead up to TRENZ
- Review the FAQ's section of the TRENZ website

TRENZ Activity Afternoon (in My TRENZ Zone)

- Review activity options
- Complete TRENZ Activity Afternoon online registration form
- Review your TRENZ Activity Afternoon allocation (changes to your activity must be done onsite at TRENZ)
- Ensure you have all required clothing for the activity

Pre and Post Familiarisation Trips

- Review regional information and determine where you would like to visit (on the update and resources sections of the TRENZ website)
- Contact the Regional Tourism Organisation key contact to express your interest
- Confirm your Familiarisation Trip including travel and accommodation arrangements

Connecting with us

- Download the My TRENZ Mobile App
- Follow TRENZ on Facebook

Notes

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