

General Terms and Conditions for the GB32 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 32nd meeting of the GBIF Governing Board (GB32) and associated events, taking place in Bogotá, Colombia, 16-20 October 2025.

Please note that the GB32 events will take place just before the start of the [Living Data 2025 Conference](#).

Criteria for attending the GB32 meeting and associated events

It is important to note that the GB32 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.

Global Nodes Training (16-17 October 2025) and Global Nodes meeting (18 October 2025)

Only node managers or their designated alternates and nodes staff can register for the Global Nodes Training and the Global Nodes Meeting. Heads of Delegation may register to attend as Observers. However, please note that the Head of Delegation attendance will need to be confirmed with the Nodes Committee Chair based on availability.

The Global Nodes Training will be in person only but there will be an option to attend the Global Nodes Meeting either in person or remotely.

GBIF committee meetings (17-20 October 2025)

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 19 October, the Executive Committee will have a short meeting after the end of the Governing Board meeting on 20 October. Newly elected chairs should be prepared to attend the meeting on 20 October.

Official Governing Board meeting (19-20 October 2025)

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.

Social events

GBIF nodes and Governing Board delegates, GBIF committee members and invited observers are invited to join the Icebreaker on 18 October. Registration is also required for this event.

Registration

In order to attend the GB32 meeting and associated events, registration is required.

How to register

Registration for the various events is done via the GB32 online sign-up form at <https://gb32.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 28 September 2025 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 28 September 2025 cancel your registration.

If you wish for someone else to take over your registration, please inform the GBIF Secretariat in writing at GB32@gbif.org.

Deadline for registering

The registration closes on 28 September 2025.

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 GB32 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 GB32 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 GB32 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 **Global Nodes Training and Global Nodes Meeting** on 16-18 October 2025 and/or 2) the **Governing Board meeting** on 19-20 October 2025. Support may include partial funding of economy-class flight tickets and a subsidy to cover accommodation or a general lump sum. More information is available at <https://gb32.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 Colombia are encouraged to apply well in advance of the meeting. Information on visa requirements is available in the Travel and Accommodation section at <https://gb32.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 GB32 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.

GB32 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 GB32@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.