



Kia ora koutou,

Thank you for providing your RSVP to the Grocery Market Study virtual conference.

This email provides additional information about the conference and how you can participate.

Any questions prior to or during the conference should be emailed to [marketstudies@comcom.govt.nz](mailto:marketstudies@comcom.govt.nz).

### **Conference format**

During the conference, each session will be introduced by the Commission. Members of the Commission and Commission staff will be asking questions of specific stakeholders throughout the session to investigate topics raised in their submissions in greater depth. We may ask some questions to experts directly. Stakeholders will be able to ask us to clarify or expand our questions but they will not be able to ask the Commission questions regarding our ongoing assessment, or question other stakeholders.

Participants should address the topics and questions raised, rather than reading their written submissions or speaking to their submissions in general. Where time permits, the Commission may provide an opportunity for brief introductory comments. Where this is the case, we will inform participants prior to the session.

In some sessions we will designate some stakeholders to join a panel as speakers. Designation as a speaker at the conference will enable that party to provide comments on the topics being tested by the Commission. We will inform you in advance if we intend to invite you to participate in a session as a speaker. Speakers should use the 'hand up' function within Zoom to indicate you would like to respond to any questions addressed to more than one party. Please mute yourselves at all times when not speaking - we may mute parties if disruptions occur.

We will give as many people as possible the opportunity to speak, however, due to timing constraints we will be managing speaking time carefully.

Please be aware that the conference is not the last chance for you to have your say. Following the conference we've asked for additional follow-up comments by 23 November 2021. This will allow you to respond to any comments or matters raised during the conference.

We may also follow up with some additional questions for parties relating to issues arising out of the conference or out of the draft report and submissions, and/or any other information that we think might assist our preparation towards the final report.

We do not intend to update stakeholders with our views on matters addressed in our draft report prior to, or during, the conference.

## How to join the conference

The conference will be run via a Zoom webinar platform. To register for the webinar please click on the following link:

[https://us02web.zoom.us/webinar/register/WN\\_vUMF-0voQwK3n4RJZb1gWw](https://us02web.zoom.us/webinar/register/WN_vUMF-0voQwK3n4RJZb1gWw)

After registering, you will receive a confirmation email containing information about joining the webinar.

**Please make sure you have downloaded an up-to-date version of Zoom prior to the conference.**

We encourage participants to join each conference session 10-15 minutes prior to the start time so you can review any updates to the agenda for that day and ensure you are properly connected.

Tips for those speaking at the conference:

- For the best sound quality, please use a headset
- To avoid bandwidth issues, please do not use virtual backgrounds or blurring
- Please mute pop-up notifications, including any from social media accounts

Please be aware that media members may be in attendance throughout the conference. This will be in an observing capacity only.

We will record all conference sessions, and will publish transcripts of these as soon as possible following the conference. The recordings will not be published.

## Further information on individual conference sessions

Our intention is to provide additional information on the conference sessions on the following days:

- Tuesday 19 October – Sessions 1 to 4
- Friday 22 October – Sessions 5 to 8
- Friday 29 October – Sessions 9 to 10

