
From: Gabriel James <gabriel.james@heliase.com>
Sent: Friday, 8 May 2015 12:57 p.m.
To: Nicole Miller; Karen Wong
Cc: Kimberlee Jordan; Lee Heng
Subject: RE: Confirmation Tech Connect 2015
Attachments: TechConnect - Acknowledgement form - Heliase - Gabriel James.pdf

Dear Nicole,

It was great to talk and thank you for the documentation. The programme sounds great and look forward to participating.

Please find attached completed acknowledgement form. I should have the company information form ready for early next week.

Kind regards,

Gabriel

Gabriel James, PhD

Director

Heliase Genomics

Level 3, 3A Symonds St, Auckland 1010, New Zealand
Institute for Innovation in Biotechnology, University of Auckland
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Heliase
genomics

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From: Nicole Miller [[@callaghaninnovation.govt.nz](mailto:s.9(2)(a))]

Sent: Wednesday, 6 May 2015 2:54 p.m.

To: gabriel.james@heliase.com

Cc: Kimberlee Jordan; Lee Heng

Subject: Confirmation Tech Connect 2015

Dear Gabriel,

Thanks for your time on the phone.

Please find a confirmation letter and additional documents attached outlining the process for signing up to Callaghan Innovation's programme around Tech Connect.

I have to check with the organisers if it is still possible to submit technologies to the corporate partners database or if that is now closed.

The most important documents and actions are returning the completed acknowledgement and company information form, advising us of your choice of industry impact workshop and for you to action your hotel and flight bookings.

If you have any questions please contact me or my colleagues Lee and Kimberlee.

Kind regards,
Nicole

Nicole Miller, PhD
Advisor International Policy and Partnerships

CallaghanInnovation

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See what we are all about – read our [current quarterly e-zine](#)

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Please consider the environment before printing this e-mail

06 May 2015

Dr Gabriel James
Heliase Genomics
gabriel.james@heliase.com

Dear Gabriel

TechConnect World Innovation 2015

Thank you for your expression of interest in taking part in the innovation mission that Callaghan Innovation is leading to attend the TechConnect World Innovation Conference in Washington on 14-17 June 2015. I would like to confirm your participation in the mission to TechConnect World and the associated supporting activities which will include an on-shore workshop. The programme will bring together a group of New Zealand companies with common interests and support them to take full advantage of the technology, expertise and potential partners present at TechConnect.

I have attached an acknowledgement form and the company information we will need for marketing purposes, and look forward to receiving this at your earliest convenience.

The programme also provides an opportunity for you to get to know Callaghan Innovation and in particular Kimberlee Jordan, our National Network Manager for Biotechnologies and Kirsten Edgar, Callaghan Innovation's National Network Manager for Advanced Materials.

We can confirm that Callaghan Innovation will fund up to NZD3,500 towards the costs of the return airfare and accommodation for one delegate from your company to participate in the programme. You will need to make your own travel and accommodation arrangements, and register for the conference Industry Impact workshop on 14th June. Please find more information on workshop topics and workshop registration below. Details regarding the reimbursement process and the required documents are attached.

Callaghan Innovation will be carrying out an evaluation of the programme and will be relying on your assistance. You will be asked to participate in a post-trip debrief and evaluation session once back in New Zealand, which may include a brief written report on your assessment of the programme.

If you have any questions, please don't hesitate to contact Nicole Miller at Callaghan Innovation by email at nicole.miller@callaghaninnovation.govt.nz.

Yours sincerely



Victoria Hallum
Manager International Policy and Partnerships
Callaghan Innovation

Industry Impact Workshop – Workshop Options and Registration

Industrial Impact Workshops are a one-day intensive programme designed to educate participants in both state-of-art technologies and industry interests. A list of available topics can be found [here](#). All courses are presented by leading experts in their respective fields, including industrial guest speakers where applicable.

Registration is USD595 and participation includes course notes, a networking lunch and receptions with the instructors and experts.

Delegates have to register only for the Industry Impact Workshop (Jun1 14), the general registration to Tech Connect World (June 15-17) for one delegate per company is covered by Callaghan Innovation as part of the New Zealand country participation.

- Encl:** Draft programme and checklist (below)
Reimbursement process and claims form
Acknowledgement form
Company information template

Tech Connect Innovation World 2015 (Draft Programme)

The programme consists of two parts – the onshore workshop and the integrated off-shore programme. Additional details, links to the conference website and notes are provided in each section.

The checklist at the end of the document outlines documents and information Callaghan Innovation requires.

On-shore Workshops

May (18th or 19th) – Expert Panel Session (individual company sessions which may be by video conference, approx. 1 hour) - Learn from Expert Panel assessment through feedback on your value proposition pitch and strategy.

Integrated Off-Shore Programme – 13th-18th June

13th June (Saturday) – Arrival in Washington DC and delegation **Welcome Function** in the evening (time tbc)

14th June (Sunday) – TechConnect **Industry Impact Workshops** (9am-5pm)
Workshops organized and run by Tech Connect World organizers. Please refer to the link below for a list of available workshop topics.

<http://www.techconnectworld.com/World2015/workshops/>

Note: To register please email Nicole Miller (nicole.miller@callaghaninnovation.govt.nz) with the title of the workshop.

15th-17th June (Monday - Wednesday) – **Tech Connect Conference.**

A detailed programme is available through the conference website. The conference streams are organized by industry focus areas (e.g. Advanced Materials, Advanced Manufacturing, Biotech/Medical)

<http://www.techconnectworld.com/World2015/>

Programme At-a-Glance

<http://www.techconnectworld.com/World2015/dag.html>

15th & 16th June (Monday-Tuesday; 12-6 pm) – **Tech Connect World Expo and Showcase:** Networking opportunities include Showcasing at the New Zealand Booth, Business Matchmaking and Network Sessions.

Business Networking – please refer to the attendees and corporate partners list on the conference website for potential business partner.

The 2015 attendees list will be updated by the organizers closer to the event.

Note: For your reference – links to [2014 Showcase partners](#); link to [2014 exhibitors is here](#). A more fulsome (though still partial) list of the [4000 attendees from 2014](#) is here.

15-17th June (Monday-Wednesday) – **Delegation Networking Events** (details tbc):

15th June (Mon) – Networking Reception at the New Zealand Booth

16th June (Tue) – Industry and Delegation Networking Dinner hosted by the Ambassador at the New Zealand embassy

17th June (Wed) – In-market Debrief

18th June (Thursday) – Departure

Post-Conference Programme

Programme Evaluation and follow up (details tbc).

Travel and Accommodation

Hotel

Callaghan Innovation staff will be staying at the Hampton Inn Suites at National Harbour. We are currently arranging a block reservation for rooms at the hotel. We will provide a discount code for bookings to delegates shortly. However, rooms will be subject to availability and will be available on first come first serve basis. The Hampton Inn Suites is a 3 min walk away from the conference centre. Breakfast and free internet is included in the rate (approximately USD 209 per night).

Booking instructions as advised by the hotel below. To make a booking call 1-800-426-7866 or go online at

<http://hamptoninn.hilton.com/en/hp/groups/personalized/W/WASOXHX-CAL-20150613/index.jhtml>.

Flights and Visa

Delegates are required to organise their own travel arrangements to and from Washington.

Please check and be aware of potential visa requirements.

Callaghan Innovation requires the following *this week*:

- Confirm attendance** by returning completed participation *acknowledgement form*
- Complete company *background information*
Include:
 - Company profile
 - Company logo
 - Product photos
 - Photo of the delegate
 - Company approval

Please let us know which industry impact workshop you want us to book you into at Tech Connect:

- Industry Impact Workshop (14th June) – **Choose workshop topic** and advice Nicole Miller by email of the workshop topic. An invoice will be provided directly through Tech Connect.

To be arranged by individual delegates:

- Accommodation (Callaghan Innovation staff will stay at the Hampton Inn, a discount and code is currently being negotiated and will be provided to the delegates shortly)
- Flights and visa: The off-shore part of the programme will officially start on June 13th (approximately 6pm) and finish after the delegation in-market debrief on June 17th (approximately 8pm)
- Conference Programme (15-17th June) – Build your individual programme from the available conference streams (links above).
- Business Matchmaking and B2B Networking Opportunities during conference, expo and networking events (15-17th June) – Choose attendees and corporates from the attendees list that might be of interest for your company (links above).

Additional Documents Provided

- *Reimbursement process and form:*
Consisting of the *Delegate Expense Claim Form* and *New Supplier Form*. Both documents are required on return from the off-shore part of the programme. Refer to the document for an outline of the reimbursement process.

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Acknowledgement Form

I agree that I will fully participate as part of the Callaghan Innovation supported innovation mission to the United States to attend the TechConnect World conference in Washington in June 2015 and the associated workshops and networking events as outlined in the draft programme. I also agree to participate in follow up discussions after the programme and to assist Callaghan Innovation in evaluating the programme.

In the event that my company withdraws from the programme for any reason, I acknowledge that my company is responsible for covering any costs associated with cancelation of my attendance of the programme.

I agree that once I am in the United States, should I choose not to attend TechConnect World Conference and associated workshops and networking events as outlined in the draft programme, I or my sponsoring firm will cover the costs of this trip in full.

Name: Gabriel O'Sullivan James

Company: Hellase

Date: 8/5/15



(Please sign and return copy to [s.9\(2\)\(a\)](#) @callaghaninnovation.govt.nz)

Tech Connect World 2015 – Company Profiles

Please complete the following form. Callaghan Innovation will use this information to promote your business during the Tech Connect programme and in publications about our programmes and services.

COMPANY PROFILE INFORMATION (will be made public)

Company Name <i>(as it will appear on your profile)</i>	Heliase Genomics
Website Address (URL)	www.heliase.com
Video (You Tube)	
Your Name (and Position)	Gabriel James, Founder, CEO
Your Contact Details <i>(phone and email)</i>	+64 9 923 1786 s.9(2)(a) gabriel.james@heliase.com
<p>Company Profile – short for printed booklet <i>(150 Words Maximum, your elevator pitch, what it is you do/how you add value ie -why should they care?)</i></p> <p>Heliase is a synthetic biology company developing technologies for manufacturing speciality and commodity chemicals.</p> <p>Our core technology is a bioinformatic and chemistry platform to produce designer molecules for the global chemicals market. Speciality chemicals will be developed for flavours, fragrances and cosmetics. Future products will include commodity chemicals for resins, polymers and fuels.</p> <p>Heliase has access to unique genetic and biological resources from the diverse natural environments of New Zealand. Heliase uses these natural resources to establish a pipeline of new enzyme and fermentation technologies for our chemical manufacturing platform.</p> <p>Our team has expertise in genomics and high-performance computing for our bioinformatics platform, and industrial microbiology and analytical chemistry for our chemistry platform.</p> <p>Heliase is co-located at the Institute for Innovation in Biotechnology at the University of Auckland. Heliase has partnerships with universities and research institutes for technology and product development.</p>	
<p>Company Profile – full for Callaghan Innovation website and Accelerate magazine <i>(300-400 Words Maximum – same as above, more detail about how your product/service adds value)</i></p> <p>As above</p>	


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Checklist before returning to Callaghan Innovation

Photo of representative at TechConnect <i>(high res jpeg or eps photo, min 2mb)</i>	<input checked="" type="checkbox"/>
Company logo supplied <i>(high res jpeg or eps photo, min 2mb)</i>	<input checked="" type="checkbox"/>
Two product images supplied <i>(high res photo, min 2mb)</i> <u>One hero image</u>	<input checked="" type="checkbox"/>
All form fields completed	<input checked="" type="checkbox"/>
Approval on company information given <i>(below)</i>	<input checked="" type="checkbox"/>

Company approval

Company profile to be included on Callaghan Innovation Website and Accelerate magazine	<input checked="" type="checkbox"/>
Company profile to be included in printed brochure for distribution in the US during the conference and networking events.	<input checked="" type="checkbox"/>

 _____
Signed Name Position Date
Gabriel Jarte Director 18/5/15

Please sign and return copy and additional files to [s.9\(2\)\(a\)](mailto:s.9(2)(a)@callaghaninnovation.govt.nz) @callaghaninnovation.govt.nz

RELEASED UNDER THE OFFICIAL INFORMATION ACT

From: Karen Wong
Sent: Thursday, 2 July 2015 5:01 p.m.
To: 'gabriel.james@heliase.com'
Cc: Lee Heng
Subject: FW: Heliase expense claim
Attachments: GABRIEL JAMES ACCOMODATION RECEIPT.pdf; GABRIEL JAMES FLIGHT RECEIPT.pdf; Tech Connect - Callaghan Innovation - Expense Claim - Heliase Genomics.docx; Tech Connect - Callaghan Innovation - Expense Claim - Heliase Genomics.pdf

Hi Gabriel,

You are welcome...I'm pleased to hear that you enjoyed your TechConnect experience. Hopefully you made some good connections out of it?

Thanks for sending through your expense claim, supplier form and receipts.

I will ask our Finance Department to reimburse you \$3,500 made up of the following:

Flights : \$3,179.00
Accommodation: \$321.00 (part funding)

Before I do so, however, could you please confirm your bank account details by return email:

Bank: Westpac
Account Number: [s.9\(2\)\(a\)](#)

Thanks and regards,
Karen

Karen Wong
External Relations Coordinator (Events and Visits)
International Policy and Partnerships

CallaghanInnovation

Rukuhia te wāhi ngaro, hei maunga tātai whetū
(Explore the unknown, pursue excellence)

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From: Gabriel James [<mailto:gabriel.james@heliase.com>]
Sent: Thursday, 2 July 2015 3:18 p.m.
To: Karen Wong
Subject: Heliase expense claim

Hi Karen,

Thank you for all your hard work, it was a great trip. Please find attached expense claim and receipts.

Kind regards

Gabriel James, PhD
Director

Heliase Genomics
Level 3, 3A Symonds St, Auckland 1010, New Zealand
Institute for Innovation in Biotechnology, University of Auckland
DDI +64 9 923 1786 | Mobile +s.9(2)(a)
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Expense Claim Process

The following guideline outlines Callaghan Innovation's process with respect to delegation reimbursement claims.

As a general rule, we reimburse you for expenses incurred (up to the amount of \$3,500 NZD) after your participation and on return from your trip. Therefore, it is expected that you will make the travel arrangements required and incur the initial cost, and then submit your claim to receive the funding.

Any delegate claiming reimbursement must complete the following forms and provide the necessary receipts. To make a claim, delegates should follow the steps outlined.

1. New supplier form – complete and return to us so we can set you up in our system for payment.
2. Bank account details – please provide the details of the account you need payment made into confirmed in an email.
3. Delegate expense claim form – complete and return to us along with the relevant receipts.

Please note costs that can be claimed for include airfares, accommodation and conference registration fees. Where accommodation is being claimed please be aware that Callaghan Innovation is unable to fund costs such as minibar charges.

(Please return completed documents to [s.9\(2\)\(a\)](#) [@callaghaninnovation.govt.nz](mailto:info@callaghaninnovation.govt.nz))

Delegate Expense Claim Form

Name: GABRIEL JAMES
Company: HELIASE GENOMICS
Phone: _____
Email: gabriel.james@heliase.com
Delegation: TechConnect World Innovation, Washington DC (13-18 June 2015)

Date expense incurred	Category of expense	Description	Amount	Currency	Payment type	Receipt attached
	Flights	Air New Zealand	\$3,179.00	NZD	CREDIT CARD	YES
	Flights					
	Flights					
	Accommodation	Hampton Inn	\$2,260.30	NZD	CREDIT CARD	YES
	Accommodation					
	Accommodation					
	Conference fees	Commercialisation Workshop	\$878.65	NZD	CREDIT CARD	NO
	TOTAL CLAIMED (up to limit of \$3,500.00)		\$3,500.00			

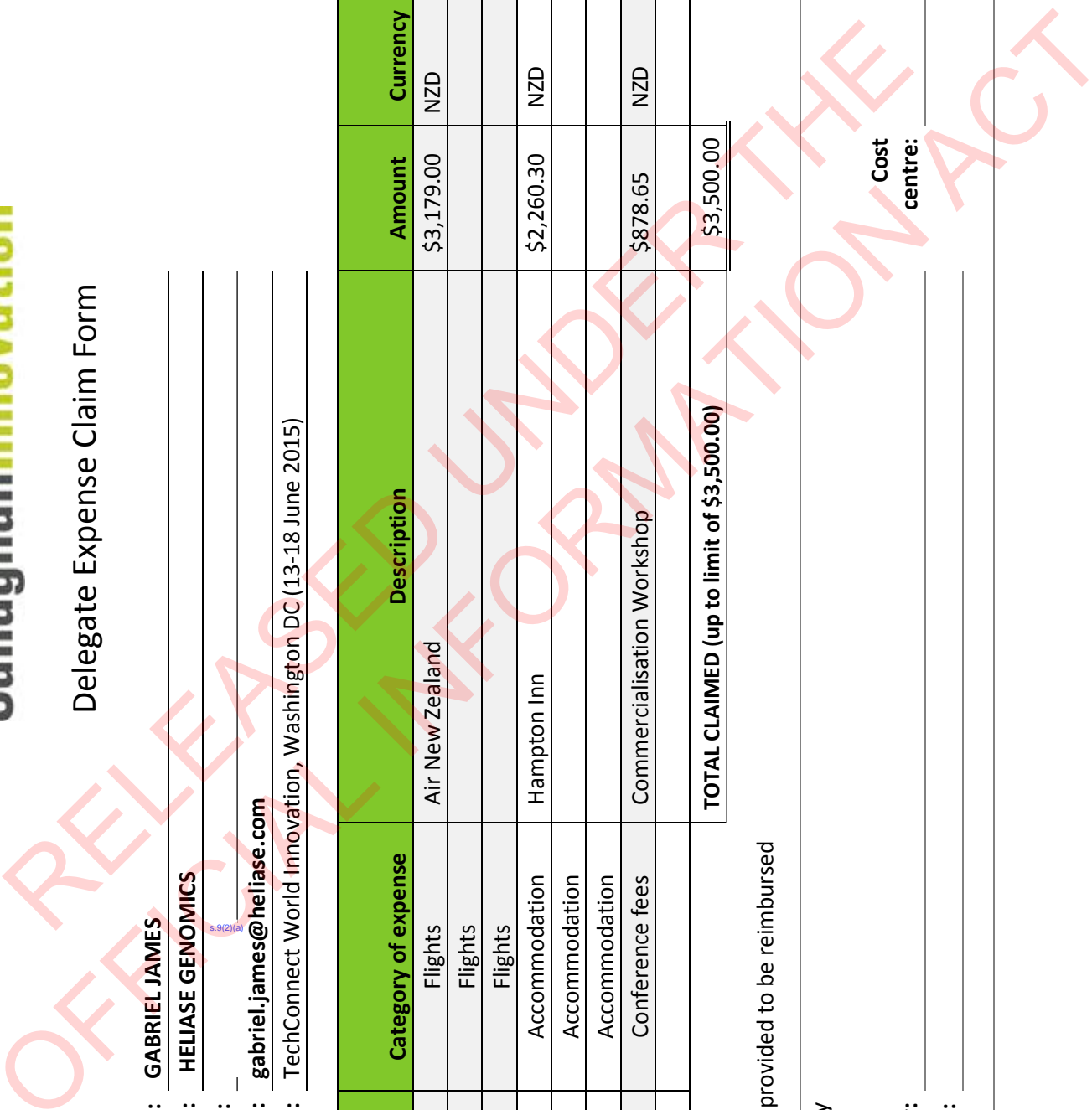
Receipts must be provided to be reimbursed

For office use only

Approved by: _____

Date: _____

Cost centre: _____



James, Gabriel
 1308/1 Courthouse Lane
 Auckland, -- 1010
 NZ

411/KXTD
 6/13/2015 3:52:00AM
 6/18/2015
 1/0
 209.00

RATE PLAN C-CAL
 HH#
 AL:
 CAR:

CONFIRMATION NUMBER : 82556020

6/18/2015 PAGE 2

EXPENSE REPORT SUMMARY

	15 00:00:00	12:00:00AM 015	12:00:00AM15	12:00:00AM
ROOM & TAX	\$242.44	\$242.44	\$242.44	\$242.44
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
DAILY TOTAL	\$242.44	\$242.44	\$242.44	\$242.44

	15 00:00:00	STAY TOTAL
ROOM & TAX	\$242.44	\$1,212.20
MISCELLANEOUS	\$17.50	\$17.50
DAILY TOTAL	\$259.94	\$1,229.70

MC *6389

6/13/15

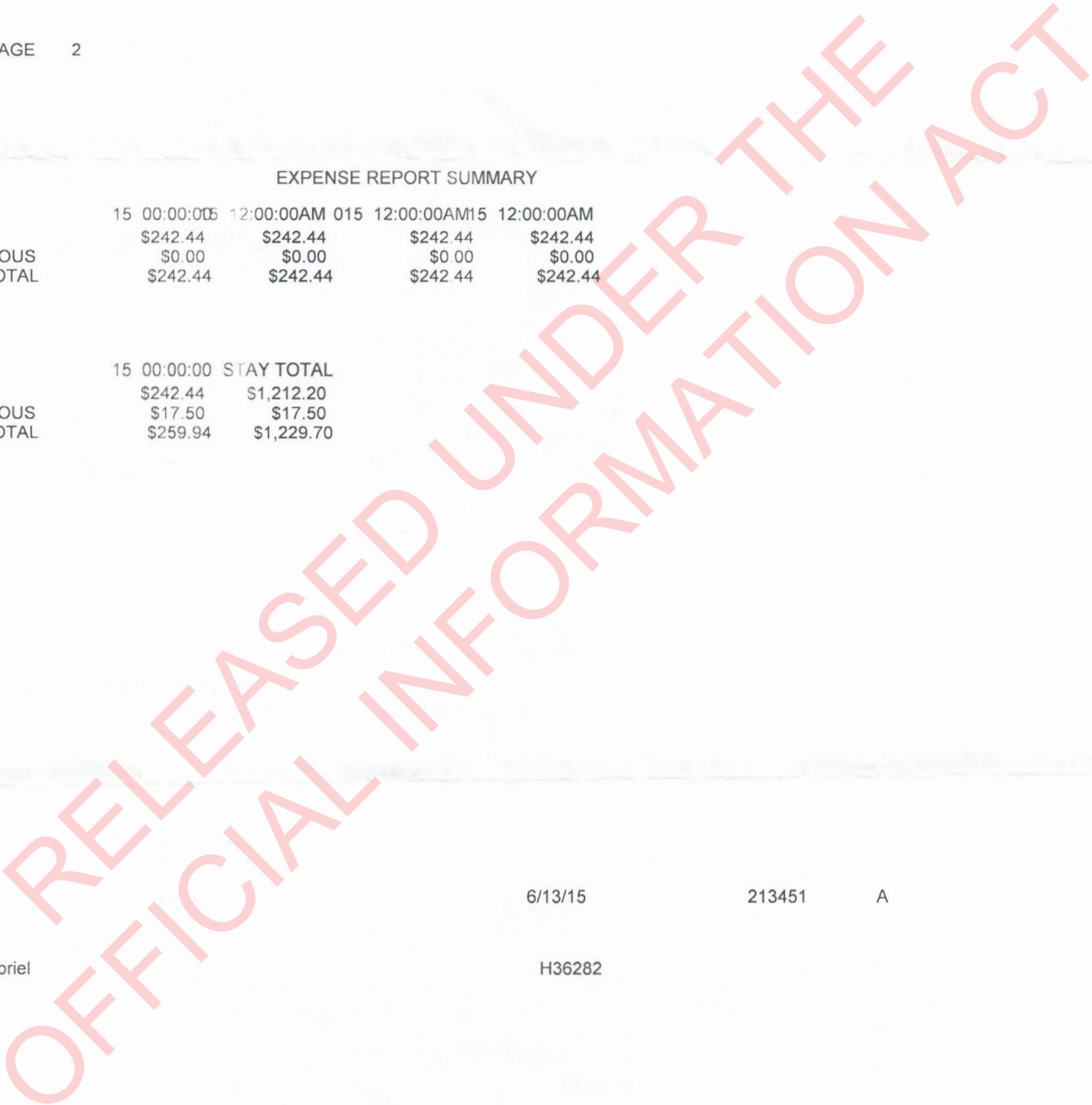
213451

A

James, Gabriel

H36282

-1,229.70



DR GABRIEL O JAMES Tkt No. 0862160124757

PAYMENT

Fare		NZD	3,001.10
Taxes, surcharges, government and airport costs	(15.20AY 13.48IA 35.92KK 48.20US 6.80XA 9.60XY 7.50YC 6.20XF) (35.00YR)	NZD	142.90
Card payment fee and/or other fees		NZD	35.00
GST		NZD	0.00
TOTAL		NZD	3179.00

NZD 3179.00 has been charged to **GABRIEL JAMES's Mastercard**

Flight Add-on Payment

		Receipt Number	
GABRIEL O JAMES			
Preferred Seat	AKL-LAX	0864554577789	NZD 39.00
TOTAL			NZD 39.00

For important information regarding your flight add-ons, please refer to the terms and conditions delivered in the attachment Important Notices PDF.

NZD 39.00 has been charged to **GABRIEL JAMES's Mastercard**

Trip Add-on Payment

		Receipt Number	
Travel Insurance	Policy: 85432771	0864554577790	NZD 196.00
TOTAL PAYMENT			NZD 196.00


NZD 196.00 has been charged to **GABRIEL JAMES's Mastercard**

TRAVEL INSURANCE

	Policy Number	Policy Effective Date
GABRIEL O JAMES	85432771	12-Jun-15 to 20-Jun-15

For important information regarding your travel insurance policy, please refer to the travel insurance Policy Wording delivered in a separate email.
Air New Zealand Travel Insurance includes Emergency Assistance available 24 hours a day, 365 days a year on **0800 167 011** (within New Zealand) or **+61 2 8907 5597** (outside of New Zealand).

FARE RULES

-  Tickets are not transferable to another person
- Full fare rules are available from place of ticket purchase
- VALID NZ ONLY/CHANGES PERM
- VALID NZ ONLY/CHANGES PERM

THANKS! HAVE A GREAT FLIGHT
airnewzealand.co.nz 0800 737 000 (within NZ)
+64 9 357 3000 (outside NZ)

AIR NEW ZEALAND 

ADD / CHANGE SUPPLIER

Requested By: Karen Wong

Date:

Legal Name of Supplier:	HELIASE GENOMICS
GST Number (NZ Suppliers Only):	114-160-148

Postal Address:	PO Box 106302
	Auckland 1143
Street Address:	Level 3, 3A Symonds Street
	Auckland 1010

Contact Details

Contact Person:	GABRIEL JAMES
Title:	Director
Phone:	+64 9 923 1786
Fax:	
E-Mail:	gabriel.james@heliase.com
Mobile:	s.9(2)(a)
Other:	
Remittance Advice E-Mail:	gabriel.james@heliase.com

New Zealand Bank Details

Bank Name and Branch Name:	WESTPAC
Account Number:	s.9(2)(a)
Account Name:	

Foreign Bank Details

Bank Name and Branch Name:	
Either BSB / ABA / Routing Code / IBAN / Sort Code / Swift / BIC:	
Account Number:	
Account Name:	
Currency:	
Payment Terms:	
Finance Use Only	