

Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Thursday, 4 October 2018 5:34 PM
To: Annabel Fordham
Cc: Vanya Vida; Julie Oldershaw; Sharyn Leonard
Subject: Re: International meetings in New Zealand - Nov/Dec

Categories: Communications / Event planning

Hi Annabel,

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Best regards,
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Date: Wednesday, October 3, 2018 at 9:01 AM
To: Arianne Jimenez [REDACTED]
Cc: Vanya Vida <Vanya.Vida@privacy.org.nz>, Julie Oldershaw <Julie.Oldershaw@privacy.org.nz>, Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
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facebook | Privacy & Public Policy Manager, APAC
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From: Arianne Jimenez: [REDACTED]
Sent: Tuesday, 4 September 2018 10:30 p.m.
To: Annabel Fordham
Cc: Vanya Vida
Subject: Re: International meetings in New Zealand - Nov/Dec

You're very welcome, Annabel.

I do look forward to any updates and responses. We are keen to start working on our participation in these events.

Best regards,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Friday, August 31, 2018 at 10:19 AM
To: Arianne Jimenez: [REDACTED]
Cc: Vanya Vida <Vanya.Vida@privacy.org.nz>
Subject: RE: International meetings in New Zealand - Nov/Dec

Dear Arianne

Thank you very much for your prompt and generous reply.

We are in the early stages of planning the shape of the public conference, in particular. As John Edwards noted in his email the other day, we would welcome participation from Facebook representatives in that event.

In relation to your specific questions, we can explore the possibilities of participation in the Berlin Group meeting with the Secretariat. As you'll appreciate, they operate according to their agreed practices and I believe there may be some restrictions on attendance at the meeting. We will discuss that possibility with them.

Thank you for your sponsorship suggestions, they are greatly appreciated. We will certainly consider those and how Facebook might wish to be involved in the upcoming meetings.

I look forward to being in touch again shortly.

Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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From: Arianne Jimenez [REDACTED]
Sent: Friday, 24 August 2018 4:25 p.m.
To: Annabel Fordham
Subject: Re: International meetings in New Zealand - Nov/Dec

Dear Annabel,

Thank you so much for reaching out. We were actually about to reach out to Assistant Commissioner Stewart, as advised by CIPL, regarding sponsorship opportunities for APPA.

How kind of Commissioner Edwards to remember that we are interested in actively participating in APPA-NZ. We are most interested in both attending and supporting these activities outlined below. A few questions, if I may:

1. Are companies such as Facebook welcome to attend the Berlin Group Meeting? (and perhaps sponsor dinner or drinks? Are there also speaking opportunities?)
2. It would be our honor to sponsor dinner during APPA. How may we move forward?
3. We are also interested in speaking and/or participating as panelist during the public conference on the afternoon of December 4.
4. We could also look into sponsoring the public conference. Do you have materials or packages that we could review?

Thanks as well for offering to assist in facilitating meetings with government and media representatives in Wellington. We shall coordinate with you on those closer to December.

Looking forward to collaborating with the NZ OPC and to contributing towards making all these events a success!

Warm regards,
Arianne

Arianne Jimenez
[facebook](#) | Privacy & Public Policy Manager, APAC
[REDACTED]

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>

Date: Friday, August 24, 2018 at 7:24 AM

To: Arianne Jimenez [REDACTED]

Subject: International meetings in New Zealand - Nov/Dec

Dear Arianne

International Meetings in New Zealand - 2018

I am making contact to draw your attention to three upcoming privacy events happening in New Zealand later this year in which you may be interested in becoming involved.

The New Zealand Privacy Commissioner's Office is hosting international meetings and a public conference in late November and early December:

1. **The IWGDPT ("Berlin Group") Meeting, Thursday 29th - Friday 30th November in Queenstown.**
2. **Asia-Pacific Privacy Authorities (APPA) Meeting, Monday 3rd (all-day) – Tuesday 4th (morning) December 2018 in Wellington.**
3. Following the APPA meeting, we are hosting a **half-day public conference on the afternoon of 4 December**. You are warmly invited to attend. More information on the programme for this event will follow in due course.

John Edwards mentioned that you may be planning on attending one or more of these events and, in some cases, may be interested in actively participating. We would welcome your participation.

We are currently beginning the programme planning for the half-day public conference and extend an invitation for any expressions of interest in speaking or participating as a panellist or chair.

You may have an interest in providing sponsorship in association with these events, such as the APPA dinner or drinks functions, or as part of the public conference. We would welcome any expressions of interest in those opportunities.

While in Wellington, there would be the chance to engage directly with government representatives and local media. Our Office would be happy to facilitate those meetings for you.

We hope to see you in New Zealand in a few months. Please feel free to be in touch if I can assist with any further information. I look forward to hearing from you.



Yours sincerely

Annabel Fordham

Annabel Fordham
Public Affairs Manager

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Sharyn Leonard

From: Annabel Fordham
Sent: Thursday, 4 October 2018 4:56 PM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard
Subject: Catering for cocktail function - Office of the Privacy Commissioner
Attachments: Canapes menu 2018.pdf; NEW C&E Drinks Menu 2018.pdf

Dear Arianne

Attached are the menus for the cocktail packages and canapes.

It is entirely up to Facebook of course as to what you wish to pursue.

A few comments in case they are of assistance:

- I suggest that an hour is perfectly sufficient. The packages are priced around the event duration.
- I suggest beverage package one.
- Alternatively, the drinks are priced on consumption. If you would prefer this, we can offer some wine / beer suggestions.

We would be very happy to make the food selections if that would be helpful.

We are allowing for 175 attendees at the conference. Potentially all may attend the cocktail function. However, realistically, there will be some drop off as some people will need to catch flights / head home. There may be a handful of additional guests that we might wish to invite to the closing cocktail function. As sponsor, you may also have guests that you wish to include. So, all in all, I think 175 is a good estimate for numbers.

I hope that is of some help. Let me know your thoughts and we can advance it.



Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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Just FYI, the events coordinator at the hotel is Emma – details below:

Senior Conference and Events Coordinator

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Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Friday, 5 October 2018 5:36 PM
To: John Edwards
Cc: [REDACTED]; Julie Oldershaw;
Subject: Annabel Fordham
Re: ICDPPC 2018 - Facebook side meeting request

Hi Commissioner Edwards,

Thank you so much. We do look forward to seeing you again. I will make sure to coordinate with Julie.

On the post-APPA event, you are most welcome. Annabel and I have been in touch and I am personally excited about what's sure to be a successful public conference, and we are honored to be given the privilege to support the event. I also look forward to receiving details about the Berlin Group meeting and other matters.

Warm regards,
Arianne

From: John Edwards <John.Edwards@privacy.org.nz>
Date: Friday, October 5, 2018 at 7:15 AM
To: Arianne Jimenez [REDACTED]
Cc: [REDACTED]; Julie Oldershaw
<Julie.Oldershaw@privacy.org.nz>, Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Subject: RE: ICDPPC 2018 - Facebook side meeting request

Hi Arianne – I'd be happy to meet. Julie will be in touch soon to arrange a time.



Thank you also for agreeing to represent Facebook at our post-APPA event in Wellington. We are keen to distribute some early publicity material about that event, and would be grateful if you could let us have a photo and a logo for our brochure. Annabel will also be in touch soon to update you on the Berlin Group meeting, and other matters we have corresponded about.

Kind regards

John Edwards

Privacy Commissioner

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From: Arianne Jimenez [REDACTED]
Sent: Thursday, 4 October 2018 10:36 p.m.
To: John Edwards [REDACTED]
Cc: [REDACTED]
Subject: ICDPPC 2018 - Facebook side meeting request

Dear Commissioner Edwards,

Building on the theme of this year's conference, we would appreciate the opportunity to meet with you and your team on the sidelines of the International Conference of Data Protection and Privacy Commissioners to share Facebook's approach to ethics and data protection, hear your perspective on this and other important data protection issues, and further discuss how we can support New Zealand OPC's hosting of APPA in New Zealand.

[REDACTED] our Global Chief Privacy Officer and I, along with other colleagues, will attend this year's Conference, and are happy to meet at a time and place convenient to you.

I'd be grateful if you could please let me know your availability during the conference. We are also happy to send suggested dates and times.

Sincerely,

Arianne

Arianne Jimenez
facebook | Privacy & Public Policy Manager, APAC
[REDACTED]

Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Tuesday, 9 October 2018 12:27 AM
To: Annabel Fordham
Cc: Sharyn Leonard
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner
Categories: Communications / Event planning

Thank you, Annabel. This is indeed very helpful

For clarity, could you please confirm if this is accurate/OK? –

- We would need to choose a Canape package and a separate Drinks Package
- I would like to go for:
 - o Canapes: 7 items - \$24.50 for 1 hour (also thinking of adding the cheese, sushi, tasting plate, and chocolate fondue – because who wouldn't love a chocolate fountain?)
 - o Drinks: as you suggested, package 1 - \$32 for 1 hour
- Total per person: \$56.50
- Total for 175 guests: \$9,887.5 (Plus potentially an additional \$1487.5, for the canape add-ons)

A few questions:

1. Does this include all taxes and charges?
2. Where exactly at the Intercon would the cocktails be?
3. Will the cocktails have a short program and/or entertainment?
4. Could Facebook distribute swag to attendees, perhaps tote bags with water bottles / stationery, leaflets, etc.?
5. Will there be a provision for Facebook branding during the cocktails, such as discreet banners?
6. I note your suggestion that an hour is adequate, but we are also most open to 1.5 hours. However, if in your experience, 1 hour is enough, I defer to your judgment.

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Thursday, October 4, 2018 at 12:00 PM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: Catering for cocktail function - Office of the Privacy Commissioner

Dear Arianne

Attached are the menus for the cocktail packages and canapes.

It is entirely up to Facebook of course as to what you wish to pursue.

A few comments in case they are of assistance:

- I suggest that an hour is perfectly sufficient. The packages are priced around the event duration.
- I suggest beverage package one.
- Alternatively, the drinks are priced on consumption. If you would prefer this, we can offer some wine / beer suggestions.

We would be very happy to make the food selections if that would be helpful.

We are allowing for 175 attendees at the conference. Potentially all may attend the cocktail function. However, realistically, there will be some drop off as some people will need to catch flights / head home. There may be a handful of additional guests that we might wish to invite to the closing cocktail function. As sponsor, you may also have guests that you wish to include. So, all in all, I think 175 is a good estimate for numbers.


I hope that is of some help. Let me know your thoughts and we can advance it.

Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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Just FYI, the events coordinator at the hotel is Emma – details below:

Senior Conference and Events Coordinator

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Sharyn Leonard

From: Annabel Fordham
Sent: Friday, 12 October 2018 1:05 PM
To: Arianne Jimenez
Cc: Sharyn Leonard
Subject: RE: Catering for cocktail function - Office of the Privacy Commissioner

Categories: Communications / Event planning

Hello Arianne

Further to your email, we have a meeting with the event organiser, Emma Hamby, on Monday morning (15th) so can confirm details with her. If you have other questions, please feel free to let me know and we will find out.

In answer to your questions:

- Yes, the easiest thing is to choose a canape package and a drinks package.
- I'm sure people would enjoy 1.5 hours if you are comfortable with that. It will be a good opportunity for people to catch up and to network.
- Beverage package one is priced at \$32pp (1 hour) and \$37pp (1.5 hours).

Canapes:

- 1 hour @ \$24.50 (7 items) = \$4,287.50
- 1.5 hours @ \$26.50 (7 items) = \$4,637.50
- Additional add-ons are \$8.50 pp: (cheese; sushi; tasting plate; chocolate fondue). NB: I read it as \$8.50pp for EACH of these additional items. So, I think 175pp x 8.5 x 4 = \$5,950. However, you might wish to elect only one or two of these add-ons.

Other queries:

- My understanding that these costs will be inclusive of GST (our goods and services tax of 15%). We will check on Monday and confirm this.
- The cocktails are usually held in the upstairs lobby, immediately outside the conference ballroom space. The ballroom will still be available to us. We will discuss the space and logistics with Emma and revert to you.
- You might wish to say a few words at the beginning, and I think John Edwards would wish to thank Facebook for the sponsorship of the event.
- We can explore options for entertainment if that would be helpful. Perhaps a small musical group could play / sing in the background while the cocktail event continued?
- We will confirm with the hotel that discreet branding, such as pull-up banners can be used. I don't anticipate there will be problem with that.
- Similarly, as you are sponsoring the event, you may well wish to distribute some merchandise to attendees. (From a practical point of view, we might need to consider the placement of the items in the available space, but we will no doubt be able to find the right spot! ☺)

I hope that advances things somewhat. If you could let me know your preference on the timing (and the additional food items), that would be helpful. We will indicate in the meantime to the hotel that the event will be 1 hour duration and may be extended to 1.5 hours. We will discuss the other queries and let you know the outcome of the discussions with the hotel.



Have a great weekend!

Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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From: Arianne Jimenez [REDACTED]
Sent: Tuesday, 9 October 2018 12:27 a.m.
To: Annabel Fordham
Cc: Sharyn Leonard
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Thank you, Annabel. This is indeed very helpful

For clarity, could you please confirm if this is accurate/OK? –

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5. Will there be a provision for Facebook branding during the cocktails, such as discreet banners?
6. I note your suggestion that an hour is adequate, but we are also most open to 1.5 hours. However, if in your experience, 1 hour is enough, I defer to your judgment.

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Thursday, October 4, 2018 at 12:00 PM
To: Arianne Jimenez [REDACTED]

Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: Catering for cocktail function - Office of the Privacy Commissioner

Dear Arianne

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A few comments in case they are of assistance:

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I hope that is of some help. Let me know your thoughts and we can advance it.

Kind regards



Annabel

Annabel Fordham
Public Affairs Manager

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Senior Conference and Events Coordinator

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Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Friday, 19 October 2018 10:55 PM
To: Annabel Fordham
Cc: Sharyn Leonard
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Hi Annabel,

Please advise Courtney about the following selections:

1. **For the canapes:** Roasted lamb on kumara rösti + Hot New Zealand smoked salmon on a mini rösti with fresh samphire + Tiger prawns marinated with garlic and chilli + Seared beef with aromatics and crisp vegetables with fresh basil leaf (feel free to choose the 3 remaining ones)
2. **Drinks:** as long as there's a merlot, syrah, and the Black Mac's Wellington, I'm good! Feel free to choose the others, too.

Thanks for sending Courtney's email. Just in case she doesn't send us a contract by Monday, I'll give her a nudge.

Enjoy your long weekend!

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Friday, October 19, 2018 at 4:42 PM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Hi Arianne,

Yes of course - the event manager at the Intercontinental is Courtney Gough. She has newly taken over the role but I met her on Monday and she was very pleasant.

It is actually a public holiday for New Zealand on Monday, so most people will be on holiday, although perhaps not people in hospitality!

Courtney had asked this afternoon whether you would like to make the selection of wine and canapes or whether you would prefer for us to do that. Just let us know - either is absolutely fine.

Courtney's email is: courtney.gough@ihg.com

Conference & Events Coordinator

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Email: courtney.gough@ihg.com www.intercontinental.com/wellington

Kind regards

Annabel

Sent from my Samsung Galaxy smartphone.

Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Friday, 19 October 2018 8:46 PM
To: Annabel Fordham
Cc: Sharyn Leonard
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Thank you, Annabel!

We look forward to hearing from the Intercon. Just in case they do not send me anything by Monday, may I have the name and contact details of your contact so that I could follow-up?

Thank you also for confirming that we could distribute merchandise. Not certain if we will be able to do so, but I was asked to check.

I am OK with using the ballroom with an overflow into the foyer space – whichever works best for the guests and is most aesthetically pleasing is fine by me.

OK, I will wait for your advice on the possibility of a having a jazz trio, just in case.

Have a pleasant weekend!

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Friday, October 19, 2018 at 8:48 AM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: RE: Catering for cocktail function - Office of the Privacy Commissioner

Dear Arianne

Many thanks for that. We will forward this through to the hotel and ask them to direct the invoice to you.

I asked the event managers about the possibilities for FB merchandise bags, and for FB branding to be displayed. There was no problem at all with either of those aspects.

Please note that the space for the cocktail function can be:

- a portion of the Lambton ballroom, (where we are holding the public conference) and / or
- the foyer area at the top of the stairs leading into the ballroom.

Both spaces are available exclusively to us until 8pm. (The conference concludes at 5.00pm.) I have said that we will plan on using the ballroom space, but may overflow into the foyer space. My feeling is that the foyer space alone might be a bit too squashed with 175 people, especially if we wish to allow for a musical group. I hope that sounds okay to you. It can be adjusted as you wish.

We will in the meantime find out more about the options for a jazz trio. The hotel itself has links to the NZ Symphony Orchestra, which could no doubt provide a small chamber music group, but is not quite what we were thinking of for this occasion. ☺



Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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From: Arianne Jimenez [REDACTED]
Sent: Friday, 19 October 2018 2:30 a.m.
To: Annabel Fordham
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Dear Annabel,

Thank you for the information. Would you be able to assist so that Intercon Hotel may reach out to me ASAP with a contract for the following? –

1. Beverage Package 1, for 1.5 hours, for 175 people
2. 7-item Canape Package for 1.5 hours for 175 people
3. Chocolate fondue for 175 people

By any chance, are they also able to provide a Jazz trio to play for 1.5 hours? How much might this cost? Alternatively, could music be played in the background by the hotel? This may come a bit later, as I would like to prioritize the contract and processing of payment for the food & drinks.

Many thanks for your assistance!

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Friday, October 12, 2018 at 8:05 AM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: RE: Catering for cocktail function - Office of the Privacy Commissioner

Hello Arianne

Further to your email, we have a meeting with the event organiser, Emma Hamby, on Monday morning (15th) so can confirm details with her. If you have other questions, please feel free to let me know and we will find out.

In answer to your questions:

- Yes, the easiest thing is to choose a canape package and a drinks package.
- I'm sure people would enjoy 1.5 hours if you are comfortable with that. It will be a good opportunity for people to catch up and to network.
- Beverage package one is priced at \$32pp (1 hour) and \$37pp (1.5 hours).

Canapes:

- 1 hour @ \$24.50 (7 items) = \$4,287.50
- 1.5 hours @ \$26.50 (7 items) = \$4,637.50
- Additional add-ons are \$8.50 pp: (cheese; sushi; tasting plate; chocolate fondue). NB: I read it as \$8.50pp for EACH of these additional items. So, I think 175pp x 8.5 x 4 = **\$5,950**. However, you might wish to elect only one or two of these add-ons.

Other queries:

- My understanding that these costs will be inclusive of GST (our goods and services tax of 15%). We will check on Monday and confirm this.
- The cocktails are usually held in the upstairs lobby, immediately outside the conference ballroom space. The ballroom will still be available to us. We will discuss the space and logistics with Emma and revert to you.
- You might wish to say a few words at the beginning, and I think John Edwards would wish to thank Facebook for the sponsorship of the event.
- We can explore options for entertainment if that would be helpful. Perhaps a small musical group could play / sing in the background while the cocktail event continued?
- We will confirm with the hotel that discreet branding, such as pull-up banners can be used. I don't anticipate there will be problem with that.
- Similarly, as you are sponsoring the event, you may well wish to distribute some merchandise to attendees. (From a practical point of view, we might need to consider the placement of the items in the available space, but we will no doubt be able to find the right spot! ☺)

I hope that advances things somewhat. If you could let me know your preference on the timing (and the additional food items), that would be helpful. We will indicate in the meantime to the hotel that the event will be 1 hour duration and may be extended to 1.5 hours. We will discuss the other queries and let you know the outcome of the discussions with the hotel.

Have a great weekend!

Kind regards



Annabel

Annabel Fordham
Public Affairs Manager

Office of the Privacy Commissioner Te Mana Mātāpono Matatapu
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From: Arianne Jimenez [REDACTED]
Sent: Tuesday, 9 October 2018 12:27 a.m.
To: Annabel Fordham
Cc: Sharyn Leonard
Subject: Re: Catering for cocktail function - Office of the Privacy Commissioner

Thank you, Annabel. This is indeed very helpful

For clarity, could you please confirm if this is accurate/OK? –

- We would need to choose a Canape package and a separate Drinks Package
- I would like to go for:
 - Canapes: 7 items - \$24.50 for 1 hour (also thinking of adding the cheese, sushi, tasting plate, and chocolate fondue – because who wouldn't love a chocolate fountain?)
 - Drinks: as you suggested, package 1 - \$32 for 1 hour
- Total per person: \$56.50
- Total for 175 guests: \$9,887.5 (Plus potentially an additional \$1487.5, for the canape add-ons)

A few questions:

1. Does this include all taxes and charges?
2. Where exactly at the Intercon would the cocktails be?
3. Will the cocktails have a short program and/or entertainment?
4. Could Facebook distribute swag to attendees, perhaps tote bags with water bottles / stationery, leaflets, etc.?
5. Will there be a provision for Facebook branding during the cocktails, such as discreet banners?
6. I note your suggestion that an hour is adequate, but we are also most open to 1.5 hours. However, if in your experience, 1 hour is enough, I defer to your judgment.

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Thursday, October 4, 2018 at 12:00 PM
To: Arianne Jimenez [REDACTED]
Cc: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Subject: Catering for cocktail function - Office of the Privacy Commissioner

Dear Arianne

Attached are the menus for the cocktail packages and canapes.

It is entirely up to Facebook of course as to what you wish to pursue.

A few comments in case they are of assistance:

- I suggest that an hour is perfectly sufficient. The packages are priced around the event duration.
- I suggest beverage package one.
- Alternatively, the drinks are priced on consumption. If you would prefer this, we can offer some wine / beer suggestions.

We would be very happy to make the food selections if that would be helpful.

We are allowing for 175 attendees at the conference. Potentially all may attend the cocktail function. However, realistically, there will be some drop off as some people will need to catch flights / head home. There may be a handful of additional guests that we might wish to invite to the closing cocktail function. As sponsor, you may also have guests that you wish to include. So, all in all, I think 175 is a good estimate for numbers.

I hope that is of some help. Let me know your thoughts and we can advance it.

Kind regards



Annabel

Annabel Fordham
Public Affairs Manager

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Just FYI, the events coordinator at the hotel is Emma – details below:

Senior Conference and Events Coordinator

PO Box 175, Wellington, New Zealand
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emma.hamby@ihg.com www.intercontinental.com/wellington
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Sharyn Leonard

From: Gough, Courtney <Courtney.Gough@ihg.com>
Sent: Wednesday, 24 October 2018 11:36 AM
To: Arianne Jimenez; [REDACTED]
Cc: Annabel Fordham; Sharyn Leonard
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Arianne,

Thanks for your email. My apologies, i didn't realise you required a separate contract. I've added it on the event booking for Privacy Commission and was going to invoice you separately after the event. But I can do a contract no problem!

For contracting purposes can you please provide me with exact name the contract should be addressed to - is it just Facebook? as well i will need a full contact address.

With regards to the enrollment as a Facebook supplier, I will need to verify this with IHG, can you tell me what this is for? is it just for payment?

thank you!

Kind regards,

Conference & Events Coordinator

Po Box 175, Wellington, New Zealand
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INTERCONTINENTAL
WELLINGTON



From: Arianne Jimenez [REDACTED]
Sent: Wednesday, October 24, 2018 11:28:10 AM
To: Gough, Courtney [REDACTED]
Cc: Annabel Fordham; Sharyn Leonard
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Courtney,

Pleased to make your acquaintance via email. I'm Arianne Jimenez from Facebook, and since we're sponsoring the event, may I kindly request that you please send to me the contract for this event ASAP?

We are keen to process the contract signing and payment as soon as possible. Also, please do expect a separate email that will kick-start the process of Intercontinental Wellington being onboarded as a Facebook supplier.

I am also looping in my colleague, [REDACTED] who will be able to assist us with contract and payment concerns.

Best regards,
Arianne

Arianne Jimenez
facebook | Privacy & Public Policy Manager, APAC
[REDACTED]

From: "Gough, Courtney" <courtney.gough@ihg.com>
Date: Tuesday, October 23, 2018 at 1:49 AM
To: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Cc: Annabel Fordham <Annabel.Fordham@privacy.org.nz>, Arianne Jimenez [REDACTED]
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Sharyn,

Many thanks for sending through the selections, that is wonderful.

Once the event is closer, if you could please let me know if there are any food allergies or dietary requirements. There is one vegetarian selection and two gluten free options on your selected list of canapes. We will cater to any requirements that may come about.

Many thanks all, have a lovely day!

Kind regards,


Conference & Events Coordinator

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WELLINGTON



From: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Sent: Tuesday, October 23, 2018 10:29:01 AM
To: Gough, Courtney
Cc: Annabel Fordham; Arianne Jimenez
Subject: Facebook sponsored Cocktail function - 4 December 2018

Hi Courtney

Arianne from Facebook has asked us to let you know what selections have been made for the cocktail function with regard to canapes and beverages.

Beverages – package one:

Kopiko Bay Sauvignon Blanc / Marlborough
Trinity Hill Chardonnay / Hawkes Bay
Trinity Hill Merlot / Hawkes Bay
Trinity Hill Syrah / Hawkes Bay

Pilsner – Panhead / Wellington
Ale – Speights / Dunedin
Black – Macs / Wellington
Cider – Isaacs / Wellington

Apple juice
Cranberry juice

Canapes

Fresh Goat's cheese and quince millefeuille
Salmon and tuna sushi rolls with wasabi mayonnaise and pickled ginger
Seared beef with aromatics and crisp vegetables with fresh basil leaf
Roasted bell pepper and feta mini pizzas
Roasted lamb on kumara rosti
Hot NZ smoked salmon on a mini rosti with fresh samphire
Tiger prawns marinated with garlic and chilli

Please let us know if you have any questions.

Many thanks

Regards

Sharyn

Sharyn Leonard

Secretary, Communications and Litigation

Office of the Privacy Commissioner Te Mana Mātāpono Matatapu

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E sharyn.leonard@privacy.org.nz

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Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Wednesday, 24 October 2018 11:28 AM
To: Gough, Courtney; [REDACTED]
Cc: Annabel Fordham; Sharyn Leonard
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Courtney,

Pleased to make your acquaintance via email. I'm Arianne Jimenez from Facebook, and since we're sponsoring the event, may I kindly request that you please send to me the contract for this event ASAP?

We are keen to process the contract signing and payment as soon as possible. Also, please do expect a separate email that will kick-start the process of Intercontinental Wellington being onboarded as a Facebook supplier.

I am also looping in my colleague, [REDACTED], who will be able to assist us with contract and payment concerns.

Best regards,
Arianne

Arianne Jimenez
facebook | Privacy & Public Policy Manager, APAC
[REDACTED]

From: "Gough, Courtney" <courtney.gough@ihg.com>
Date: Tuesday, October 23, 2018 at 1:49 AM
To: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Cc: Annabel Fordham <Annabel.Fordham@privacy.org.nz>, Arianne Jimenez [REDACTED]
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Sharyn,

Many thanks for sending through the selections, that is wonderful.

Once the event is closer, if you could please let me know if there are any food allergies or dietary requirements. There is one vegetarian selection and two gluten free options on your selected list of canapes. We will cater to any requirements that may come about.

Many thanks all, have a lovely day!

Kind regards,

Conference & Events Coordinator

Po Box 175, Wellington, New Zealand
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From: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Sent: Tuesday, October 23, 2018 10:29:01 AM
To: Gough, Courtney
Cc: Annabel Fordham; Arianne Jimenez
Subject: Facebook sponsored Cocktail function - 4 December 2018

Hi Courtney

Arianne from Facebook has asked us to let you know what selections have been made for the cocktail function with regard to canapes and beverages.

Beverages – package one:

Kopiko Bay Sauvignon Blanc / Marlborough
Trinity Hill Chardonnay / Hawkes Bay
Trinity Hill Merlot / Hawkes Bay
Trinity Hill Syrah / Hawkes Bay

Pilsner – Panhead / Wellington
Ale – Speights / Dunedin
Black – Macs / Wellington
Cider – Isaacs / Wellington

Apple juice
Cranberry juice

Canapes

Fresh Goat's cheese and quince millefeuille
Salmon and tuna sushi rolls with wasabi mayonnaise and pickled ginger
Seared beef with aromatics and crisp vegetables with fresh basil leaf
Roasted bell pepper and feta mini pizzas
Roasted lamb on kumara rosti

Hot NZ smoked salmon on a mini rosti with fresh samphire
Tiger prawns marinated with garlic and chilli

Please let us know if you have any questions.

Many thanks

Regards

Sharyn

Sharyn Leonard

Secretary, Communications and Litigation

Office of the Privacy Commissioner Te Mana Mātāpono Matatapu
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E sharyn.leonard@privacy.org.nz

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Sharyn Leonard

From: Sharyn Leonard
Sent: Wednesday, 24 October 2018 4:17 PM
To: 'Arianne Jimenez'
Cc: 'Gough, Courtney'; Annabel Fordham
Subject: RE: Facebook sponsored Cocktail function - 4 December 2018

Hi Arianne

Sorry for the confusion.

I note that you have also requested the chocolate fondue (175 persons) along with the 7 x canape items and the beverages.

Please ignore my email below.

Regards

Sharyn

From: Sharyn Leonard
Sent: Wednesday, 24 October 2018 12:19 PM
To: Arianne Jimenez [REDACTED]
Cc: Gough, Courtney <Courtney.Gough@ihg.com>; Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Subject: Facebook sponsored Cocktail function - 4 December 2018

Hi Arianne

Just realized when I sent through the canape and beverage choices to Courtney at the Intercontinental that we hadn't included any of the extras you mentioned in an earlier email. Did you want these added?

Mentioned were: cheese; sushi; tasting plate; chocolate fondue. These are available at \$8.50 pp (x 175 people) for each of these additional items over and above the 7 canape items.

I've copied Courtney in just so she's aware that you may also want one or more of these additional items.

Could you get back to me when you can and let me know?

Many thanks

Regards

Sharyn

From: Gough, Courtney <Courtney.Gough@ihg.com>
Sent: Tuesday, 23 October 2018 12:49 PM
To: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Cc: Annabel Fordham <Annabel.Fordham@privacy.org.nz>; Arianne Jimenez [REDACTED]
Subject: Re: Facebook sponsored Cocktail function - 4 December 2018

Hi Sharyn,

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Many thanks all, have a lovely day!

Kind regards,

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From: Sharyn Leonard <Sharyn.Leonard@privacy.org.nz>
Sent: Tuesday, October 23, 2018 10:29:01 AM
To: Gough, Courtney
Cc: Annabel Fordham; Arianne Jimenez
Subject: Facebook sponsored Cocktail function - 4 December 2018

Hi Courtney

Arianne from Facebook has asked us to let you know what selections have been made for the cocktail function with regard to canapes and beverages.

Beverages – package one:

Kopiko Bay Sauvignon Blanc / Marlborough
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Trinity Hill Merlot / Hawkes Bay
Trinity Hill Syrah / Hawkes Bay

Pilsner – Panhead / Wellington
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Black – Macs / Wellington
Cider – Isaacs / Wellington

Apple juice
Cranberry juice

Canapes

Fresh Goat's cheese and quince millefeuille
Salmon and tuna sushi rolls with wasabi mayonnaise and pickled ginger
Seared beef with aromatics and crisp vegetables with fresh basil leaf
Roasted bell pepper and feta mini pizzas
Roasted lamb on kumara rosti
Hot NZ smoked salmon on a mini rosti with fresh samphire
Tiger prawns marinated with garlic and chilli

Please let us know if you have any questions.

Many thanks

Regards

Sharyn

Sharyn Leonard

Secretary, Communications and Litigation

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Sharyn Leonard

From: Arianne Jimenez [REDACTED]
Sent: Wednesday, 31 October 2018 6:18 AM
To: Annabel Fordham
Subject: Re: Potential function gig
Categories: Communications / Event planning

Thanks, Annabel!

Would they be able to send a quote for a 1.5 hour event?

Though I'm not certain if there would be an ideal space for them in which to play, due to our cocktail set-up mostly being in the foyer. As an alternative, we can just have music piped in through the hotel sound system.

Best,
Arianne

From: Annabel Fordham <Annabel.Fordham@privacy.org.nz>
Date: Tuesday, October 30, 2018 at 4:37 AM
To: Arianne Jimenez [REDACTED]
Subject: FW: Potential function gig

Dear Arianne

Just looping you in to say that I am exploring this jazz trio as a possibility for the 4 December cocktail function. Toby will send through a sound file shortly that I will forward to you.

I am in Melbourne for the next few days, but will be able to check my emails intermittently.



Kind regards

Annabel

Annabel Fordham
Public Affairs Manager

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