

FAQ – The JDC Strategic Procurement Leadership Masterclass

1.

2. *What dates is the workshop and at what time does the workshop run each day?*

The NZ open public workshop is set for 1st and 2nd March 2027

And the workshop will run 9am sharp until around 5pm or so, both days: We often finish a little early.

This is a workshop as much as a training course and interactive group exercises run throughout the programme, mostly working in small groups of mixed participants from different organisations. All participants are usually experienced procurement practitioners.

3. *Which friend can I bring under the 2 for 1 deal?*

Anyone that works for the same organisation as you – ideally, with the same e-mail format and in the same area of the organisation : Most participants buy the 2 for 1 deal – some don't, though, and come as an individual, it is still good value!

The workshop participants normally straddle public, private and not-for-profit sectors – often fairly evenly, if randomly.

4. *Do I have to complete a booking form?*

Yes please – primarily to capture accurate contact details to send JOINING INSTRUCTIONS, payment receipts, dietary needs, slide deck and handouts et al – if you don't have a form, for each participant, please ask jd@jdconsultancy.com.au

5. *What do I get as part of the workshop?*

A PDF copy of the full slide deck of around 700 slides – as a reference source – even though we only use around half that number in each workshop

Also, copies in PDF format of any handouts used on the day – you are welcome to take photos of any material used including white-boards and flip-charts.

Not the videos though, sorry.

6. *What shall I bring?*

You should bring a notepad and pen. And you will need it on one or two exercises at least. Many bring a laptop, with Co-Pilot, or equivalent AI, for use in at least one or two exercises. Hotel wifi access will be available for free on site at the venue.

7. *Is full payment needed in advance of the workshop dates?*

Yes please – especially if choosing to pay-by-invoice – sadly, in the past, some participants P2P process has proved very very slow and a problem after the event.

8. *The venue?*

The Boulevard Room

Ground Floor

The Sofitel Viaduct Hotel – by the marina

The Sofitel Auckland Viaduct Harbour is a 5-star luxury waterfront hotel located at 21 Viaduct Harbour Avenue in the Auckland CBD, New Zealand. Situated on a quiet marina cove in Viaduct Harbour, within walking distance of the Sky Tower, Wynyard Quarter, and the Britomart Transport Centre. And directly across the road from Auckland Transport offices & those of AANZ

The Boulevard Room is spacious, well equipped, comfortable, air conditioned and has natural light, is next door to the main hotel restaurant and their small coffee shop & patisserie. It has been highly rated by participants in the past.

9. *Is there parking at the venue?*

Parking at the Sofitel Auckland Viaduct Harbour (located at 21 Viaduct Harbour Avenue, Auckland CBD) is available on-site with valet and limited indoor spaces, alongside nearby public alternatives.

On-Site Hotel Parking

- **Type:** Valet and secure indoor parking (62 total spaces). [1, 2]
- **Valet Cost:** NZD \$52 per vehicle per night (casual short-term rates are around NZD \$25 for up to 4 hours). [1]
- **Vehicle Height Limit:** 2.0 metres (6.6 feet). [1]
- **How to Access:** Drive into the hotel's turning bay and concierge staff will assist you. Advance booking for valet is generally not required, though subject to availability. [1]

- **Electric Vehicle:** On-site electric car charging station is available. [1]

Alternative Public Parking Nearby

If the hotel car park is full or you prefer self-parking options nearby:

- **Viaduct Carpark (Wilson Parking):** Located a short walk away on the waterfront (casual rates roughly NZD \$10/hour or up to NZD \$30 daily max).
- **Other Downtown Facilities:** Downtown Car Park, Fanshawe Street Car Park, Jellicoe Street Car Park, and Maritime Car Park.

10. Is there a 'corporate' or workshop rate to stay at the hotel ?

Usually yes – but it is subject to availability and hotel discretion.

They normally offer about -10% ... please contact the hotel directly :

Hotel Contact Details

- **Phone:** +64 9 909 9000
- **Fax:** +64 9 909 9001
- **Email:** h8577@sofitel.com
- **Address:** 21 Viaduct Harbour Avenue, Auckland CBD, Auckland 1010, NZ
- **Official Website:** Sofitel Auckland Viaduct Harbour
<https://www.viaduct.co.nz/stay/sofitel-auckland>

11. Dress code?

Business casual – be comfy for the day and the weather to/from the workshop

12. Can you manage my dietary needs?

Yes please – on the booking form, and the hotel will arrange this – though a few days notice is required.

Catering includes welcome tea/coffee – cool water is provided throughout.

Lunch is provided – usually buffet style within the room, at the back : there is plenty of room, the food is always served on time and good quality

13. Are more workshops planned in future?

No dates are yet secured – but it is a firm intention to offer another open/public workshop date in six months time. This is not confirmed yet. These workshops have run well in the past however, and are likely to again we hope.

Also, it is envisaged that other topics will be offered too – on an open/public basis Would you be interested in attending :

- ☐ Two day CATEGORY PLANNING workshop – for any category with a universal template plan provided free>
- ☐ A Two-day Negotiation Essentials workshop including role-play negotiations to practice what is learnt in small teams of buyers v sellers?

14. What are the terms of sale of JDC and the workshop ?

JDC Terms of Attendance :

- *Any official purchase order or direct written or e-mail instruction to proceed from you or your CPO or their representative will suffice, or credit card transaction, and any resultant order from either will be based upon these terms*
- *Payment terms: in advance with order to secure your seat at the named workshop.*
- *All prices are fixed, and as quoted for this workshop, in Australian Dollars \$Aud, and payable as such, with the client accepting all bank charges and fees for transfer or currency conversion merchant fee surcharges where applicable. Workshop seats for JDC events held in NZ do not attract GST, as JDC Pty Ltd is an Australian business.*
- *Copyright remains with JDC or its original source, including with JD or JDC, and may only be used internally by the client within their immediate team for their own learning.*
- *In the unlikely event of sudden unavailability, JDC reserve the right to substitute JD for a broadly equivalent trainer/facilitator/consultant – or to rearrange dates within 90 days ...*
- *The client may cancel their booking and obtain a full refund up to FOUR weeks prior to the workshop event date – but, all tickets are transferable at any time up to the day before the workshop. Cancellations within FOUR weeks of the workshop date forfeit all monies paid and/or due.*
- *Attendance at a JDC open public workshop or arranged private training course or workshop automatically provides your acceptance of photography and videography of the event or part thereof and confers usage rights to JDC.*
- *JDC cannot be held liable for any hotel or venue delivery or service matters*
- *Whilst objectives, scope & deliverables are often quoted for the JDC workshops in promotion including target outcomes, these are not guaranteed – yet JDC will use best endeavours to achieve all objectives promoted. Not all ‘content’ from the JDC inventory or brochures is offered in every workshop. JDC select the most appropriate content probable for the audience set to attend – this is not a perfect science, however. This workshop is targeted at experienced procurement practitioners and some reasonable procurement knowledge and good experience is assumed.*
- *JDC will respect all client confidential material and private data and not divulge any information that could reasonably be deemed to be commercially sensitive or private data. JDC request the same of all delegates to the workshops please.*
- *JDC nor its associates, nor JD, accept any liability for loss, consequential loss, force majeure, for any act or omission howsoever caused, by JDC, any associate, a third party or whomever and regardless of blame, in connection directly or indirectly with this agreement and its delivery thereof - in any event, JD and JDC liability is limited to the cost of attendance and/or the limit of any applicable insurance policy, whichever is higher.*
- *These terms are valid throughout the course dates and its preceding promotional period, the booking period and after the actual workshop as well.*

