



CONFERENCE REGISTRATION TERMS & CONDITIONS

Item	Specification
Cheques payable to	Eventcorp Pty Ltd – CR13
Credit Card Processing Fee (all card types)	3%
Manual Interaction Fee	\$22 (incl. GST)
Cut-off Date for editing online registration	10 May 2013
Cancellation cut-off date	10 April 2013
Cancellation administration fee	\$220 (incl. GST)

Payment

All prices are in Australian dollars and are GST inclusive. All registration payments should be made within 14 days of registration. Failure to do so will result in the cancellation of registration. Payment can be made by cheque, eftpos or credit card. Cheques must be in Australian currency, drawn on an Australian Bank and made payable to the above specified company. Eventscentral is acting as Agents ABN 15 125 587 546. Payment by credit card is acceptable for Visa, MasterCard and American Express card. **Registrations will not be confirmed until payment is received.**

Faxed registration forms are acceptable only if payment is by credit card. Please post registration forms with accompanying cheques or credit card details. Registrations will not be confirmed until payment is received. Please refer to Manual Interaction Fee below for details of fees payable.

Manual Interaction Fee

Self-managed online registrations with direct debit or credit card payment do not attract a manual interaction fee. Submission of a manual registration form, payment by cheque, printing of invoices and replacement delegates will attract a manual interaction fee per manual registration.

Confirmation of bookings and changes

Registrations, accommodation and applicable fees will be acknowledged via email. Once you have registered online you will receive instructions for accessing and editing your registration details online. Retrieving tax invoices is an easy process. This will enable you to confirm/edit your details online until the cut off date specified above. Delegates will not be able to edit their existing registration after this date via the online system.

Cancellations and refunds

Cancellations must be made in writing to the Conference Office. Cancellations received before the cancellation cut-off date be entitled to a full refund, less a cancellation administration fee specified above. After the cancellation

cut-off date, no refunds will apply, however substitute delegates will be welcome.

Attendee Release of Media Record

The attendee grants the organiser permission to photograph and/or film and sound record the attendee and furthermore grant permission to use the resulting work ("the work").

Use of the work shall be unrestricted as to location, quantity or frequency, may be for any purpose and in any medium whatsoever except where such use is in contravention of the law.

The organiser shall own all rights in the work which shall accrue to the benefit of his/her successors, legal representatives and assigns. Permission is granted for the work to be edited, altered, distorted, used in whole or used in part, in conjunction with other images, graphics, text and sound in any way whatsoever and without restrictions.

Disclaimer

All information is correct at time of printing. The Conference organisers reserve the right to change speakers, events and/or time slots, dates, prices and other details as necessary. All prices quoted in this document include GST unless indicated otherwise. The organisers reserve the right to charge delegates for the correct amount where the wrong amount of money has been provided.

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