



## **ANZSOG TERMS AND CONDITIONS**

### **2023 NRCoP Conference - Regulatory hindsight, foresight & insight**

#### **Registrations**

By registering you acknowledge and accept ANZSOG's Terms and Conditions.

ANZSOG will send an automated email confirming the registration to the email address provided with the booking. Once the confirmation email has been sent, the registration is valid for the purposes of cancellations, transfers and payments.

ANZSOG will send a reminder email to the email address provided with the booking prior to the Conference. As information may change after registration, it is important that the reminder email is read.

#### **Payments**

Fees are GST exclusive, unless otherwise indicated.

Payment methods include either a direct payment at registration via credit card (Mastercard or Visa accepted) or a request for an invoice. If request for an invoice method is selected, please note, registrations are not confirmed until payment has been received. Invoices are payable within 14 days of the date of issue and will be emailed to the address provided with the booking.

#### **Cancellations, Transfers, Substitutions, and non-attendance**

Delegates cannot "share" a pass between multiple attendees.

#### **Cancellations**

Cancellations must be made in writing to ANZSOG via email at [e.education@anzsog.edu.au](mailto:e.education@anzsog.edu.au). Cancellations received more than 30 days prior to the Conference will not incur charges and a full refund applies. For cancellations received within 15 to 30 days prior to the Conference, 50% of the registration fee is payable. For cancellations received within 14 days or less prior to the Conference, 100% of the registration fee is payable.

#### **Transfers**

Transfers in bookings and payments between virtual and in-person registrations are permitted, and requests must be made in writing to ANZSOG at [e.education@anzsog.edu.au](mailto:e.education@anzsog.edu.au). Requests for transfer from in-person to virtual must be received more than 7 days prior to the Conference. The difference in registration fee will be refunded within 30 days of the transferral. Requests for transfers from virtual to in-person must be received more than 7 days prior to the Conference. ANZSOG will endeavour to accommodate the transfer to in-person registration, however, the transfer is pending availability at the time of the request. The difference in registration fee is payable via credit card or invoice request at the time of transferral.

#### **Substitutions**

If a delegate is unable to attend, the booking can be transferred to another person within your organisation no later than 3 business days prior to the Conference. Substitutions for individual and group bookings must be made in writing to ANZSOG at [e.education@anzsog.edu.au](mailto:e.education@anzsog.edu.au) including details of the current delegate and the replacement delegate's name, title, organisation/department, email address and mobile number.

Substitutions made with less than 3 business days' notice cannot be guaranteed.

ANZSOG will endeavour to accommodate special dietary requirements for late substitutes, but this cannot be guaranteed.

#### **Non-Attendance**

There is no refund for non-attendance.



### **ANZSOG Amendments, Deferral or Cancellation**

ANZSOG reserves the right to cancel or defer the Conference to an alternative date. ANZSOG will notify delegates in writing if the Conference is cancelled or deferred.

If the Conference is rescheduled, delegates will automatically be transferred to new date(s). If delegates are unable to attend, they must notify ANZSOG in writing at [e.education@anzsog.edu.au](mailto:e.education@anzsog.edu.au) within 30 days of the reschedule to receive a credit note for the value of the registration fee. The credit note is valid for 12 months from the issue date and can be used for or towards an ANZSOG course or event.

If the Conference is cancelled, delegates will receive a credit note for the value of the registration fee. The credit note is valid for 12 months from the issue date and can be used for or towards an ANZSOG course or event.

ANZSOG reserves the right, at any time, to alter the Conference program including presenters as it deems necessary and without providing notice.

### **ANZSOG Privacy Policy**

ANZSOG recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information. ANZSOG is bound by the Australian Privacy Principles pursuant to the Privacy Act 1988 (Cth) (as amended from time to time) and, where applicable, the New Zealand Privacy Act 2019.

All personal information collected and used for the purposes of the Conference is in accordance with [ANZSOG's Privacy Policy](#).

### **Image Release Consent**

Delegates of the Conference agree to:

1. Being photographed, filmed or recorded during the Conference and any ANZSOG-related events.
2. Their image and/or recording being used in ANZSOG publications, websites, marketing materials and social media channels as ANZSOG determines without acknowledgement by you and without entitlement to any remuneration or compensation for such use.
3. Waiving any copyright or moral rights the delegate may otherwise have in the media used by ANZSOG. Any images or media captured by ANZSOG is subject to [ANZSOG's Privacy Policy](#).

If the delegate does not consent to be photographed, filmed or recorded, the delegate must contact ANZSOG in writing via email at [e.education@anzsog.edu.au](mailto:e.education@anzsog.edu.au).

### **Your Rights and Obligations at the Conference**

Delegates are required to abide by the terms of [ANZSOG's Code of Conduct](#).

ANZSOG reserves the right, without any liability, to refuse admission, in its absolute discretion, including without limitation, for failure to comply with these Terms and Conditions, or if in the opinion of ANZSOG, the delegate represents a security risk, nuisance or annoyance to the running of the Conference.

Delegates are required to comply with all reasonable instructions issued by ANZSOG or the operator of the Conference venue.

All unauthorised photography and the recording or transmitting of audio or visual material, data or information is expressly prohibited in or at the venue.

For further information please contact [regulator@anzsog.edu.au](mailto:regulator@anzsog.edu.au)

For all media enquiries, please contact Ben Ruse, Senior Writer and Media Advisor via email at [b.ruse@anzsog.edu.au](mailto:b.ruse@anzsog.edu.au).