



Australian Institute of **Project Management**

TERMS AND CONDITIONS

REGISTRATION CONDITIONS

Cancellation Statement: Cancellations received in writing at the Conference Office by Monday 16 September 2019 will be accepted and all fees refunded less an administrative fee of AUD \$100. Cancellations received after this date cannot be accepted and will not be refunded.

Transfer of registration: Transfer of your registration to another person is acceptable. The full name and details of the person that will replace you must be advised in writing to the Conference Office prior to the Conference.

Non-attendance: No refunds will be made for non-attendance at the Conference.

NOTE: To qualify for early bird registration, registration fees must be paid in full by Friday 30 August 2019. Registration fees received after this date will revert back to the standard conference applicable rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

After Friday 4 October 2019 midnight AEST, only payments made by credit card will be accepted.

ACCOMMODATION CONDITIONS

Rooms are being held by the Conference organisers on behalf of the delegates until Monday 16 September 2019.

To secure a hotel accommodation booking, the hotels require credit card details, which must accompany the registration form.

Regardless of method of payment for the Conference, you must provide credit card details which will be forwarded to the hotel at 30 days prior to the Conference. The Conference organisers will forward your contact details, reservation and credit card details to the hotels and they may charge the one night's deposit at 30 days prior to the Conference start or at check in.

The rates per room per night are inclusive of Goods and Services Tax (GST), which is charged by the hotel on checkout. The hotels may charge you a surcharge for credit card transaction fees.

Payment: The hotel may charge the one night's deposit at 30 days prior to the Conference start or at check in. Delegates must settle the balance of their account and any incidentals upon check out. The deposit for the first night is non-refundable if the reservation is cancelled on or after Monday 16 September 2019, or if you do not arrive on the date specified in your booking.

NOTE: Any changes made on or after Monday 16 September 2019, will incur a 100% cancellation fee. This includes any reductions to total nights booked. No shows will be charged at the full accommodation rate for the duration of the booking. That is, all nights for all rooms booked will be charged directly by the hotel to the credit card provided at the full accommodation rate.

Early/late arrival: Please advise the conference office in writing of any early or late arrives.

NOTE: Please note that T & C's/cancellation policies listed on individual hotel websites do not apply, as the quoted rates are contracted at a group rate.

PRIVACY STATEMENT

The AIPM Conference 2019 (The Conference) is required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia). The Conference reserves the right to modify or amend this privacy and copyright statement at any time, provided that those modifications or amendments comply with applicable laws.

USE OF PERSONAL INFORMATION

The Conference will collect and store information you provide in this Registration Form for the purposes of enabling us to:

- register your attendance at the Conference;
- assist with administrative and planning purposes;
- plan and develop the Conference and other events in the future;
- facilitate your requirements in relation to the Conference; and
- allow the compilation and analysis of statistics relevant to the Conference.

The information that you provide in the Registration Form and information provided at any other time during the Conference, including without limitation any feedback obtained during the Conference, will be used by the Conference to offer, provide and continue to improve its Conference and other services.

CONFERENCE DELEGATE LIST

The Conference will produce a Delegate list of all delegates to display at the Conference. The Delegate list will also be available on display through the Conference App. The Delegate List will contain delegate's name, organisation and location (state or country) only. Registrants may withhold consent for inclusion of their details on the app and list by opt out during the online registration process or notifying the Conference Office in writing by Monday 16 September 2019. Otherwise your name, affiliation and location (state or country) only will be included in the app and on the displayed list.

DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

The Conference may disclose some of the information that is collected in the Registration Form such as your name, organisation and its location and your email address to Conference sponsors and exhibitors for marketing purposes. The Conference will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the Conference or where such purpose is permitted or required by law.

Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors by notifying the Conference Office in writing by Monday 16 September 2019.

By registering for this Conference, all registrants grant permission to the AIPM 2019 Conference and Think Business Events (TBE), the association and its agents, to take photographs and video recording at the Conference to reproduce and to distribute in association educational, news or promotional materials and other association publications, whether in print, electronic or other media, including the Conference website. By participating in the Conference you permit the association to use, reproduce and distribute photographs taken of you for such purposes and waive your legal rights to pursue any cause of action against the Conference related to such photographs. If you have any concerns regarding the use of photographs taken of you during the Conference, please contact the Conference Office aipm@thinkbusinessevents.com.au before Monday 16 September 2019.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for the Conference and TBE. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from the AIPM 2019 Conference or TBE in respect of their image/likeness or its use. Attendees release, discharge, and hold harmless, AIPM 2019 Conference or TBE and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of any anything contained in the photographs or video. Should an attendee not agree to the above image release, they must advise the Conference Office aipm@thinkbusinessevents.com.au