Registration terms and conditions

Payment
- ACN reserves the right to refuse attendance to individuals who have not paid in full for their registration.
- All registration payments must be received no later than three days prior to the event or CPD short course.
- Payments for early bird registrations for an event must be received no later than fourteen days after the early bird registration has closed. If early bird fees have not been received by ACN by 5.00pm on that day, advance fees apply.

Substitutions
- Substitutions are permitted with the prior written agreement of ACN.
- Substitutions made require written permission from the original attendee and prior payment of any additional charges.
- Attendees are not allowed to share a registration.

Cancellations
Cancellation of a registration must be by letter or email. Refunds will apply as follows:
- If a cancellation notice is received more than 21 days prior to the event or CPD short course a refund will be processed less an administration fee of $75.00.
- If a cancellation notice is received less than 21 days prior to an event or CPD short course no refund will be given.

Alterations to the program, cancellation or postponement the event or CPD short course
- ACN reserves the right to make alterations to the event or CPD short course arrangements as published, either before or during the event or CPD short course.
- In the unlikely circumstance of the event or CPD short course being cancelled by ACN, a full refund will be made. Liability will be limited to the registration fee paid by the attendee.
- If, for whatever reason, the event or CPD short course is postponed or dates are changed, ACN shall not be liable for expenditure, damage or loss thereby incurred by the attendee.

Speakers at events
- Views expressed by the speakers at an event are their own. ACN cannot and will not accept liability for advice given, or views expressed, by any speaker at the event or any material provided to attendees by the speaker.

Insurance
- In the event that an attendee is unable to attend the event or CPD short course for any reason, ACN is not responsible for any costs incurred by the attendee. It is the responsibility of the attendee to arrange appropriate insurance cover in connection with their attendance at the event or CPD short course.
- ACN does not accept responsibility for any costs, charges or fines incurred by attendees attending the event or CPD short course.

Photography and filming
- For promotional purposes, there may be a professional photographer and/or videographer present during the event or CPD short course. Attendees who do not wish to be filmed or recorded should advise the photographer/videographer onsite.
Delegate details

➤ In the case of an event or CPD short course being sponsored, or containing an exhibition component, attendee contact details (name, organisation, business email, business postal address) will be provided to sponsors and exhibitors to contact them regarding their services. Delegates who do not wish to receive such communication should advise ACN by email at events@acn.edu.au.

➤ An attendance list may be provided to speakers/presenters prior to an event or CPD short course for their reference and to assist with tailoring the content of their presentation.

➤ Attendee names and organisations may be placed on an attendee list for all attendees to see who is at the event for the purpose of networking and meetings. Attendees who do not wish to have be included on this list should advise ACN by email at events@acn.edu.au.

Additional terms & conditions for event speakers

➤ ACN may use the speaker’s name and presentation materials in promoting attendance at the event.

➤ ACN may record or video the speaker’s session and this may be reproduced or sold to attendees or those who were unable to attend. Speakers who do not wish to be filmed or recorded should advise ACN by email at events@acn.edu.au.

Waiver of liability

Australian College of Nursing (ACN) accepts no liability to any persons or body for any loss, injury or damages incurred or suffered by them in consequence of or incidental to their participation in or attendance at the event or CPD short course whether arising directly or indirectly from any action or cause whatsoever undertaken, organised or sponsored by ACN.