

# 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.
- › 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 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 no refund will be given.

## Alterations to the program, cancellation or postponement the event

- › ACN reserves the right to make alterations to the event arrangements as published, either before or during the event.
- › In the unlikely circumstance of the event 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 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 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.
- › ACN does not accept responsibility for any costs, charges or fines incurred by attendees attending the event.

## Photography and filming

- › For promotional purposes, there may be a professional photographer and/or videographer present during the event. Attendees who do not wish to be filmed or recorded should advise the photographer/videographer onsite.

## Delegate details

- › In the case of an event being sponsored, or containing an exhibition component, attendee contact details (name, organisation and state) will be provided on an attendance list to sponsors and exhibitors.

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- > An attendance list may also be provided to speakers/presenters prior to an event for their reference and to assist with tailoring the content of their presentation.
  - > An attendance list may also be provided to all attendees to see who is at the event for the purpose of networking and meetings.
  - > Attendees who do not wish to be included on an attendance list should indicate at the time of registration or email [events@acn.edu.au](mailto: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. Speakers who do not wish to be filmed or recorded should advise ACN by email at [events@acn.edu.au](mailto: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 whether arising directly or indirectly from any action or cause whatsoever undertaken, organised or sponsored by ACN.**