



Registration Conditions

Payments: Payment is required to confirm registration, and is due at the time your completed registration form is received. Delegates who still have outstanding registration fees at the time of the Conference will need to complete a 'Payment Guarantee Form' which will require credit card details. If payment has not been received 30 days after the event, the nominated credit card will be charged for any outstanding fees. Please note that this is a strict condition of registration.

Tax Invoice and Receipts: Please note that once paid, the Registration Form is recognised by the Australian Tax Office as a compliant Tax Invoice. Once payment has been received, a tax invoice (receipt) will be emailed to the address given.

Billing Address: Please include Billing Address details on the registration form if applicable. All payment related correspondence (i.e. invoices and receipts) will be sent to the Billing Address.

Refunds and Cancellations: All cancellations must be made in writing (via post, fax or email) to the Conference Managers. Registration fees will be refunded less a 25% cancellation fee prior to 5pm on Friday 15th February 2019. After this date, we regret that no refunds will be made, however substitute delegates will be accepted. Please note that cancellation fees will apply whether or not payment is received at the time of registration. By submitting the registration form, you are agreeing to these conditions.

Shared Registrations: Please note one registration form with payment must be received per attending delegate. Shared registrations are not permitted due to legal and insurance reasons. Day registration rates are available should you be unable to attend the full conference.

Insurance: Delegate's registration, accommodation and social function ticket fees do not include insurance of any kind. The organisers recommend taking out an insurance policy of your own choice with your local insurance or travel agent.

ACCOMMODATION BOOKING CONDITIONS

Please Note:

- The accommodation rates quoted include GST and are subject to availability at time of booking.
- Rates may increase without notice due to changes in government charges, taxes or levies.
- To guarantee your accommodation booking, please book by **Friday 22nd February 2019**.

Accommodation Payment: Full prepayment of accommodation is required to secure your booking.

Accommodation Availability: Block bookings have been made at Cypress Lakes Resort, and will be confirmed on a first-in basis. Bookings have been made for the Conference dates only (Checking in on Monday 1st April 2019 and checking out on Thursday 4th April 2019). Accommodation can be organised outside these dates on a by-request basis only, and room rates may vary outside these dates. All accommodation bookings are subject to availability.

How to Book Accommodation: All accommodation bookings must be made via the conference registration form (either PDF or online version). The Conference Managers will forward your reservation and payment to the property.

Change of Booking: Any change to a reservation must initially be notified to the Conference Managers. Cancellation fees may apply.

Late Arrivals: Please indicate on your registration form or notify the Conference Managers in writing if you will arrive at your accommodation after 6pm. Failure to notify of a late arrival may mean that your room will be released, and deposit forfeited.

Arrival Time: Check-in time is 2pm. If you are to arrive before this time it is probable that you will not be able to gain access to your room. To guarantee a room to be available for an early arrival you will need to pre-book your room for the previous night. If required please indicate on your registration form. (You will be charged by the hotel for the additional night).

Accommodation Refunds: Any accommodation cancellations received after **Friday 22nd February 2019** will be subject to a cancellation fee equalling all night's booked accommodation. The full accommodation cancellation fee will also be incurred if you do not arrive on the date for which you have booked.