



REGISTRATION CONDITIONS

Payments: Payment is required to confirm registration and is due at the time your completed registration form is received. Earlybird Registration Fees and Accommodation payments must be made by 16th February 2024. All other payments must be received by Wednesday 13th March 2024.

Refunds and Cancellations: All cancellations must be made in writing to the Conference Managers. Registration fees will be refunded less a 25% cancellation fee prior to 5pm on Friday 9th February 2024. 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 has been 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 person attending the conference. 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 16th February 2024.

Accommodation Payment: Full prepayment of accommodation is required to secure your booking. All accommodation payments must be received by Friday 16th February 2024.

Accommodation Availability: Block bookings have been made at Hyatt Hotel Canberra and will be confirmed on a first-in basis. Bookings have been made for the conference dates only (checking in on Monday 18th March 2024 and checking out on Thursday 21st March 2024). Accommodation can be organised outside these dates on a by-request basis only, and room rates may vary outside these dates. Please email your request to jayne@eastcoastconferences.com.au. All accommodation bookings are subject to availability.

Change or Cancellation of Booking: Any change to a reservation must be notified in writing to East Coast Conferences. Cancellation fees may apply, whether or not payment has been made at the time of the change. No refunds for accommodation will be given for accommodation cancellations after 16th February 2024.

Late Arrivals: Please 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 payment forfeited.

Arrival Time: Check-in time is 3pm. 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.

Accommodation Refunds: Any accommodation cancellations received after Friday 16th February 2024 will be subject to a cancellation fee equal to the accommodation cost for all night's booked.