



Conference Registration Terms and Conditions

Behaviour

ASMIRT reserves the right to prohibit entry of any person to an ASMIRT event, or eject any person from an ASMIRT event based on behaviour deemed inappropriate by ASMIRT staff and/or its agents and others working under its authority.

Canvassing

Canvassing by delegates is strictly prohibited at ASMIRT events and forums. Promotional materials may not be distributed at the event/forum except by event sponsors and exhibitors. Delegates violating this policy will be asked to leave the event and ASMIRT members may have their membership revoked.

Goods & Services Tax

All pricing is inclusive of Australian Goods & Services Tax (GST 10%) and is subject to change without notice.

Program

ASMIRT reserves the right to change the program at any time. Every effort will be made to ensure a program of equivalent standard.

Recording of CPD Credits

CPD credits will not be automatically logged for this event. ASMIRT members and non-members will need to update their own CPD records at the conclusion of the event. Records of attendance are maintained on file by ASMIRT for auditing purposes. For all CPD queries, please contact cpd@asmirt.org

Registration and Payment

Registrations received after the closing date may incur a late fee. Payment in full is required by the event date. Early Bird registrations must be paid in full by the Early Bird cut off date - if full payment is not received by this date the full registration fee will be applicable. Registration places are limited and will be allocated on a strictly 'first in' payment basis. In the event that no space is available, you will be notified immediately. If you do not receive a confirmation email, please email conferences@asmirt.org to confirm that your registration has been received.

Payment

Credit card payments of registration fees can be made online. Payment can be made via Visa, Mastercard and Amex. All payments must be made in Australian Dollars (\$AUD). All credit card details are gathered through a secure PCI DSS (Payment Card Industry Data Security Standard) website and payment system so that all credit card details are fully protected at all times.

Early Bird Registration

All full conference registrations are eligible to register for the Early Bird Registration Price. All registration fees must be fully paid prior to the Early Bird cut off date. If a registration and full payment is not received by this date, the applicable full registration rate will be automatically charged.

Standard Registrations

Standard registration pricing will apply to any registrations after the Early Bird Rate has ceased. ASMIRT prefers to have all delegates registered prior to the event. Should any delegate wish to register during the event, they may do so (if there is availability) at the ASMIRT Registration Desk located in the foyer of the main conference rooms. No delegate will be allowed entry into the conference sessions or exhibition area without a valid registration name badge.

Registration Tickets

Delegates who have purchased any type of registration &/or ticket will need to check-in at the ASMIRT Registration Desk on arrival to the venue to collect their name badge. Please bring your confirmation letter with you and some form of identification such as a Driver's Licence or valid student card etc.

Registration Notice

ASMIRT member registration rates are not transferable to non ASMIRT members. By selecting a member registration rate, it is agreed that the registrant is a current financial member of ASMIRT and that the registration is made in the ASMIRT member's name only. A breach of this may result in an amendment in the amount payable for registration, cancellation of an event registration and/or ASMIRT membership. Selecting student registration acknowledges you are enrolled in an undergraduate or Graduate Entry Masters (GEM) MRS program. This includes honours students but does not include HDR students and Intern / SPP / PDY's. A breach of this may result in an amendment in the amount payable for registration or cancellation of an event registration.

Sharing registrations

A conference registration is for one individual to attend the full conference program. One registration may not be utilised by several individuals.

Special Requirements

Special Dietary/Mobility Requirements will not be catered for unless requested before the event registration closing date. Please email conferences@asmirt.org with your requirements, if not listed on your registration form. It is the delegates responsibility to make sure the ASMIRT have received this correspondence.

Substitutions

Should a registrant be unable to attend the event, they may send one substitute in their place. ASMIRT must be notified of all substitutions at least one week prior to the event. Also see the conditions under Registration and Payment notice.

Invoices

Invoices must be paid within 30 days or by the registration Early Bird or closing date (whichever comes first) in order to guarantee the booking. If payment is not made prior to the registration closing date and the event reaches capacity, your place is not guaranteed and may be offered to those on the waiting list. Invoiced Early Bird registrations must be paid in full by the Early Bird cut off date - please see the conditions under Registration and Payment notice. Speakers / Poster presenters must also pay invoices and registration fees by the speaker confirmation cut off date. Speakers / Poster presenters who don't pay this fee by the cut off date will be removed from the program.

Confirmation Details

Places for registered attendees are not confirmed until payment is received and cleared. Please contact the ASMIRT events team via email to conferences@asmirt.org if invoice or confirmation has not been received.

Indemnity

ASMIRT reserves the right to cancel the event, change the venue &/or speakers &/or modify the program of any event due to circumstances beyond our control. In the event of changes to venue or speakers, or cancellation of the event, ASMIRT is indemnified against any or all costs, damages, expenses, including legal fees, which are incurred by the attendee/s. In the case of venue change, all reasonable efforts will be made to inform attendees. The ASMIRT recommend delegates take out appropriate travel insurance etc. in case of such unforeseen changes.

Disclaimer

ASMIRT cannot accept any liability for death, injury, loss, cost or expense suffered by any person involved in this event (including accompanying persons, partner, or attendant caregivers). In particular, ASMIRT cannot accept liability for losses arising from the provision or non provision of services provided by venues, hotel companies or transport operators. Nor can ASMIRT accept liability for losses suffered by technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with any ASMIRT organised event. The ASMIRT recommend delegates take out appropriate travel insurance etc. in case of such unforeseen changes.

Image Release

In registering for ASMIRT events and conferences, delegates grant permission to ASMIRT, its agents and others working under its authority, to take and to have full and free use of video/photographs containing their image/likeness. It is understood these images may be used for promotional, news, online/multimedia, research and/or educational purposes by and for ASMIRT. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from ASMIRT in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, ASMIRT and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of anything contained in the photographs or video.

Refunds Policy

Registrations must be received by the registration closing date (there may be the opportunity to register at the event – subject to availability. We recommend you contact ASMIRT regarding this before trying to register at the event on 03 9419 3336). All cancellations must be received in writing to conferences@asmirt.org. An administration fee of \$100 per registrant will apply for cancellations (in addition to the fees below).

Refunds will reflect the following tier:

0 - 4 weeks before event 0% refund

4 - 8 weeks before event 50% refund

8+ weeks before the event 100% refund

Privacy Policy

ASMIRT is concerned with the protection of your privacy. We support the Privacy Principles contained in the Privacy Act 1988 (Cth), as amended. ASMIRT collects and stores your personal information for the purposes of providing membership services; education and training programs; improving and promoting products, services and membership status in various ways. ASMIRT may make available a delegate list to conference sponsors and exhibitors. Should you not wish to have your name, company name, state or country and topics of interest (MI / RT etc) included in the delegates list please tick the opt out box on the online registration site. By registering for this event you have agreed to have your name included on the delegate list in the conference app.