

## TERMS AND CONDITIONS – AuSAE EVENTS

### Payments

All bookings made prior to AuSAE events must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional.

### Substitutions & Cancellations

Delegates may nominate an alternative person from their same organisation to attend up to 48 hours prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply. All substitutions and cancellations must be received in writing.

### Access Requirements

Delegates should advise of any special access requirements at the time of registration.

### Registration Information

Registration information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email to [info@ausae.org.au](mailto:info@ausae.org.au)

### Alterations to Programme - Cancellation/Postponement of Event

1. AuSAE reserves the right to make alterations to our event programs, venues and timings.
2. In the unlikely event of an event being cancelled by AuSAE, a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.
3. In the situation of it being found necessary, for whatever reason, that the event is being postponed or the dates being changed, the organiser shall not be liable for any expenditure (eg. travel and accommodation), damage or loss incurred by the delegate.
4. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the AuSAE cancellation schedule.

### No Shows (workshops and networking events)

If you are registered for an AuSAE workshop or networking event, and do not attend and in addition fail to notify AuSAE 3 days prior to the event, no refund will apply. Cancellations must be in writing.

### Cancellations / No Shows (conference and symposiums)

Cancellations must be in writing and may incur a \$50 administration fee. Cancellations within 21 days of the event incur a 50% fee. Refunds are not available within 7 days of the event.

**Amended terms and conditions** - cancellation policy has been amended temporarily to provide flexibility for in-person events due to COVID-19.

- AuSAE will not charge a cancellation fee should a registrant decide to cancel attendance at an in-person event based on concerns around health or travel during the COVID-19 situation. AuSAE will provide a credit to the registrant should they cancel for this reason.
- If AuSAE must cancel an event, a refund will be issued to registrants.

## Speakers Views

Views expressed by AuSAE event speakers are their own. AuSAE cannot accept liability for advice given, or views expressed, by any speaker at an AuSAE event or in any material provided to delegates by our guest speakers.

## Photography & Filming

For promotional purposes, there may be a professional photographer and video production taking place during AusAE events. Delegates who do not wish to be filmed or recorded should advise the organisers by email to [info@ausae.org.au](mailto:info@ausae.org.au) prior to the event. By registering for any AuSAE event you authorise AuSAE to take photos at the event. I agree that AuSAE is the owner of the copyright and photographs and that it may use the photographs for any purpose it considers appropriate, including publicity, education or other activities and may earn income for AuSAE's own benefit. I waive any moral rights I may have. AuSAE is not obliged to exercise the right to take photographs.

## Data Protection

By registering for an AuSAE event, you consent to having your details distributed to event attendees and that my details may be accessed by AuSAE Staff, Board of Directors and Committee Members, AuSAE's database software company and may be provided to AuSAE Sponsors and Alliance Partners. If I wish to opt out then I must email AuSAE at [info@ausae.org.au](mailto:info@ausae.org.au) stating my name, organisation, and email address in order to opt out of detail distribution no later than 7 days before the event

## Websites & Links

AuSAE websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which AuSAE takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## Insurance

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at AuSAE events. AuSAE cannot be held liable for any loss, liability or damage to personal property.

## Health and Safety Issues

Please take time to familiarise yourself with the location of the nearest fire escape' at the event. All participants must comply to the respective venue's Health and Safety practices, which will be made available and communicated to at the start of each AuSAE event.

## Speakers Terms & Conditions

1. AuSAE may use the speaker's name and presentation materials for promoting delegate attendance at our events.
2. Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author. The papers must be objective and completely free of advertising and commercialism.
3. AuSAE may audio and/or video tape the speaker's session and the recording may be reproduced and sold as part of the overall conference materials. This allows delegates to purchase audio/video copies of presentations that they may have been unable to attend.
4. AuSAE may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be sold as part of the overall hand-out

materials during the event and after the event. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to delegates.

5. Speakers who do not wish to give permission for the above terms and conditions, please email [events@ausae.org.au](mailto:events@ausae.org.au) before the commencement of the event.

**If you have any questions about these Terms & Conditions, please contact [info@ausae.org.au](mailto:info@ausae.org.au)**

## **Event addendum and procedures – re-health and safety COVID-19 (below)**

Over any public health event such as pandemics the following event conditions also apply

All delegates will be notified on the following pre the event.

- How many people are expected to attend the conference?
- How many of these delegates will be travelling to the conference by plane whether domestic flight or international flights?
- We will instruct delegates not to attend if they have any signs of an upper respiratory infection, whether tested for Covid-19 or not?

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- If AuSAE must cancel an event, a refund will be issued to registrants.
- Do you plan any controls on crowd density? These should be reported to delegates *Many reports are saying that people should be more than one metre apart. WHO suggests distancing measures such as staggering arrivals and minimising congregation at food and water distribution areas.*

## **Questions to consider**

- Do you know the age of delegates, because anyone over the age of 60, especially if they have co-morbid conditions may be associated with increased transmission
- What is your action plan? WHO discusses:
  - What are your measures to detect and monitor event-related Covid-19? WHO discusses appropriate screening of delegates – e.g. screening for COVID-19 symptoms on arrival
  - What will you do if a delegate falls ill during the conference?
  - Do you have the resources for contact tracing?
- Do you have the capability and resources for risk mitigation?
- What measures are you taking for risk communication? (To be discussed with venue prior to the event)

- Preventative measures such as respiratory etiquette and hand hygiene. Will you be providing hand sanitiser in sufficient quantities? Does the venue have paper towels in toilets rather than air dryers?
- Advice on self isolation and not attending event if symptoms develop – even if they have just flown in from another state
- Advice on self monitoring for symptoms and signs
  
- What operational practices are in place for reducing event-related transmission of Covid-19?
  - Isolation facilities should someone become unwell during the conference?
  - Have you organised medical staff to attend the conference to monitor the situation?

## Exhibitor terms and conditions

All partners and exhibitors must agree to the following terms and conditions for sponsoring and/or exhibiting at the 'said event' Conference and Exhibition, organised by the Australasian Society of Association Executives - AuSAE (referred to as the organisers).

1. Confirmation of exhibition and/or sponsorship can only be made upon receipt of a completed 'Booking Form', agreeing to the Terms and Conditions outlined.
2. If you have chosen an option that is already sold out, you will be contacted upon receipt of your 'Booking Form' to arrange an alternate option acceptable to your organisation. If you have submitted Booth number preferences, note booths will be assigned on a first in first served basis.
3. Cancellation of sponsorship or exhibition space must be received in writing on or before three months of the event. Cancellations received three months prior will receive a refund of any monies received, less a \$550.00 administrative fee. For cancellations received after the three months, AuSAE reserves the right to retain all monies unless a replacement sponsor can be found. While every reasonable precaution is taken, the organisers expressly decline responsibility for any loss or damage which may befall the person or property of the exhibitor from any cause whatsoever.
4. While every reasonable precaution is taken, the organisers expressly decline responsibility for any loss or damage which may befall the person or property of the partner from any cause whatsoever. Exhibitors and Partners are advised to take out adequate cover, especially Public Liability Insurance. Public Liability Insurance is not included in the booth cost. Exhibitors may be asked to provide a certificate of cover from their insurer or purchase public liability coverage from the organisers.
5. 5. If the organisers cannot hold the Conference and Exhibition due to acts of God, government or other events beyond our control, partners and exhibitors will receive a proportionate refund of any monies available after fixed costs have been met. The organisers are not responsible for any further costs incurred by partners and exhibitors in connection with the event.
6. Partners and exhibitors are responsible for providing artwork, logos and text as relevant by the due dates. The organisers takes no responsibility for publishing artwork, logos or text received after the due date or in an incorrect format.
7. Partners and exhibitors will receive an information pack containing due dates, requirements and other information after the 'Booking Form' and payment have been received .
8. The organisers reserve the right to amend the sponsorship and exhibitor program to benefit the partner and/or the event. Every effort will be made to maximise partner benefits as well as delegates' experience.
9. Selection of partners and exhibitors will be based on their ability to meet event requirements and offer innovative solutions. The organisers reserve the right, at their absolute discretion, to deny any offer of partnership.
10. All Budget replacement items are costed at 'at cost' and not 'rack' or 'industry' rates.

11. If the sponsor increases their service prices or product specifications prior to fulfilling their commitment the partner will honour the level of partnership and/or service delivery with the organiser at the rates agreed upon. i.e. the organiser will not be affected in any negative financial way due to a partner changing service prices or product specifications.
12. After a partnership has been accepted a reduction in partnership is considered a cancellation and will be governed by the organisers partnership cancellation policy where a fee of 50% in cash of the partnership amount (whether a financial partnership or budget replacement partnership) will apply unless a suitable replacement venue or services can be found.
13. Partner and Exhibitor Registration Transferability: All registrations are transferable in full (i.e. no one day passes are available) until 72hrs prior to the conference and exhibition opening. To transfer a registration the person must also be eligible for that registration category.
14. \*The registrations advised throughout the document for not-for-profit clients are full registrations that include attendance at all conference sessions, catered breaks, and the social functions. AuSAE do not guarantee acceptance of this offer but will take responsibility of making the offer and organising registrations if NFPs accept the offer. Partner agrees to provide a list at least 12 weeks prior to the conference and expression to allow AuSAE time to organise this. Note AuSAE are not in a position to cover any attendee travel expenses.
15. Subletting of exhibition space will not be permitted and Associated companies who may have representatives on your stand should be notified to the Exhibition Manager.