

## Terms and Conditions – SETAC Conference 2017

### CANCELLATION AND REFUND POLICY

Cancellations must be received in writing to the conference organisers/committee. Cancellations will not be deemed to be received until you have written confirmation from the conference organisers/committee.

### CANCELLING YOUR CONFERENCE REGISTRATION

Cancellations postmarked on or before, 1 month before the conference, will incur a fee of \$100.00AUD. No refunds will be made for cancellations for the conference postmarked after 1 month before the conference, however substitutions may be accepted.

A refund processing fee of \$25.00 plus GST is payable for all refunds requested and processed by Conference Online.

### CANCELLING YOUR ACCOMMODATION

Please refer to the cancellation terms of individual hotels within the accommodation booking form. The conference is not held responsible for any accommodation bookings or cancellations.

### LATE REGISTRATIONS

Registrations for the conference will close one week prior to the starting date to enable appropriate pre-conference preparations. However, late registrations may be accepted onsite. A late fee of \$50 AUD will be applied. Delegates who choose to register onsite will be required to pay for all related costs immediately by cash or credit card. Receipts will be sent to the delegate post conference.

The organisers cannot guarantee that collateral, such as satchels, will be available to late registering delegates. A late registration is any registration less than 1 week before the conference start date. In addition, there is a risk that social program functions may be fully subscribed. This policy has been implemented to enable a greater efficiency in the coordination necessary during the lead up to the conference, and to ensure the most enjoyable conference experience possible for everyone involved.

### INSURANCE

Registration fees do not include insurance of any kind. It is recommended that participants take out their own general travel insurance. It is suggested that the insurance policy should also cover loss of fees/deposit, airfares, accommodation charges, medical expenses, loss or damage to personal property and repatriation expenses. The insurance should cover loss arising from the cancellation of the conference by the organisers or a person's inability to attend due to any reason whatsoever. No responsibility is taken by the conference managers for any person not holding insurance.

*Various components of this event are being handled by Conference Online, a Professional Conference Organiser (PCO). Conference Online may be contacted regarding any matters relating to the event management.*