



RANZCO 48<sup>th</sup> ANNUAL SCIENTIFIC CONGRESS  
MELBOURNE CONVENTION AND EXHIBITION CENTRE  
19-23 NOVEMBER 2016

*Where innovation and culture meet*



## REGISTRATION AND ACCOMMODATION TERMS AND CONDITIONS

### REGISTRATION CONDITIONS

**Cancellation Statement:** Cancellations received in writing at the Congress Office by 13 October 2016 will be accepted and all fees refunded less an administrative fee of AUD \$100. Cancellations received after this date cannot be accepted and will not be refunded.

**Transfer of registration:** Transfer of your registration to another person is acceptable. The full name and details of the person that will replace you must be advised in writing to the Congress Office prior to the Congress.

**Non-attendance:** No refunds will be made for non-attendance at the Congress.

**NOTE:** To qualify for **early bird registration**, registration fees must be received by 1 September 2016. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

### ACCOMMODATION CONDITIONS

**Rooms are being held by the Congress organisers on behalf of the delegates until Thursday 13 October 2016.**

**Booking:** To secure a hotel accommodation booking, the hotels require credit card details, which must accompany the registration form. Regardless of method of payment for Congress, you must provide credit card details which will be forwarded to the hotel at 30 days prior to the Congress. The Congress organisers will forward your contact details, reservation and credit card details to the hotels and they may charge the one night's deposit at 30 days prior to the Congress start or at check in. The rates per room per night are inclusive of Goods and Services Tax (GST), which is charged by the hotel on checkout. The hotels may charge you a surcharge for credit card transaction fees.

**Payment:** The hotel may charge the one night's deposit at 30 days prior to the Congress start or at check in. Delegates must settle the balance of their account and any incidentals upon check out. The deposit for the first night is non-refundable if the reservation is cancelled on or after Thursday 13 October 2016, or if you do not arrive on the date specified in your booking.

The credit card details will also be used to pay for all room night's if you cancel within 15 days of your arrival date or do not show up.

**Cancellation Policy:** One night's deposit will be deducted from the credit card provided if the reservation is cancelled on or after **Thursday 13 October 2016**.

Please Note: 15 – 0 days prior to your arrival date, all nights/rooms cancelled will incur 100% cancellation fee of all rooms cancelled for each night cancelled. Any no shows will be charged at the full accommodation rate for the duration of the booking. That is, all night's for all rooms booked will be charged directly by the hotel to the credit card provided at the full accommodation rate for the duration

of the booking.

Change of booking: Prior to Thursday 13 October 2016, changes to bookings must be forwarded in writing to the Congress Office.

RANZCO is required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia) and the Privacy Act 1993 (New Zealand). RANZCO reserves the right to modify or amend this privacy and copyright statement at any time, provided that those modifications or amendments comply with applicable laws.

For full detail on RANZCO's commitment to privacy, please see the [RANZCO Privacy Policy](#).

### **USE OF PERSONAL INFORMATION**

The Congress will collect and store information you provide in this Registration Form for the purposes of enabling us to:

- register your attendance at the Congress;
- assist with administrative and planning purposes;
- plan and develop Congress and other events in the future;
- facilitate your requirements in relation to the Congress; and
- allow the compilation and analysis of statistics relevant to the Congress.

The information that you provide in the Registration Form and information provided at any other time during the Congress, including without limitation any feedback obtained during the Congress, will be used by the Congress to offer, provide and continue to improve its Congress and other services.

### **CONGRESS DELEGATE LIST**

The Congress will produce a Delegate List of all delegates to display at the Congress. The Delegate List will contain delegate's name, affiliation and location (state or country) only. Registrants may withhold consent for inclusion of their details on the list by notifying the Congress Office in writing by Thursday 13 October 2016. Otherwise your name, affiliation and location (state or country) only will be included in the list.

### **DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES**

The Congress may disclose some of the information that is collected in the Registration Form such as your name, organisation and its location and your email address to Congress sponsors and exhibitors for marketing purposes. The Congress will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the Congress or where such purpose is permitted or required by law.

Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors by notifying the Congress Office in writing by Thursday 13 October 2016.

By registering for this Congress, all registrants grant permission to RANZCO2016, the association and its agents, to take photographs at the Congress to reproduce and to distribute in association educational, news or promotional materials and other association publications, whether in print, electronic or other media, including the congress website. By participating in the congress you permit the association to use, reproduce and distribute photographs taken of you for such purposes and waive your legal rights to pursue any cause of action against the Autism Spectrum Australia (Aspect) related to such photographs. If you have any concerns regarding the use of photographs taken of you during

the Congress 2016, please contact +61 2 8251 0045 or [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) before close of business on 13 October, 2016.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for Aspect Autism in Education. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from Aspect Autism in Education in respect of their image/likeness or its use. Attendees release, discharge, and hold harmless, Aspect Autism in Education 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. Should an attendee not agree to the above image release, they must advise the congress office.