



DELEGATE TERMS & CONDITIONS

The ALTA 2024 (the '**Event**') is organised and run by Encanta Event Management (the '**Organiser**'). In registering for this Event, you agree to the following delegate terms and conditions.

Please read these delegate (the '**delegate**', '**participant**', '**you**' or '**your**') terms and conditions carefully as they contain important information. You acknowledge that you have read and agree to be bound by these conditions by submitting your online registration form or attending or participating in the event if you are not required to pre-register.

General

- Conference fees are in Australian dollars and include 10% Goods and Services Tax (GST).
- Payment details must be submitted with registration.
- A separate registration form is to be completed for each delegate. **Sharing individual registrations is not permitted.**
- Delegates must always wear the correct lanyard. **Sharing lanyards is not permitted.**
- Certificates of Participation will be provided on request after the conference (by 30 June).

Registration

To register for the Event, delegates must submit an online registration form and follow any directions set out. Upon successful submission of your registration, a confirmation email of registration and tax invoice will be sent to the email used during the registration process. Please contact Encanta Event Management on +61 8 9389 1488 if you do not receive a confirmation email.

If a person is registering on behalf of a delegate/s it is the responsibility of that person to notify the delegate of the terms and conditions of registering, for which they will be agreeing to on the behalf of the delegate. Responsibility also includes providing full details of the delegate's/s' registration details as confirmed.

Where *Early Bird Registration* rates are available, these must be booked and paid in full prior to the early bird closing date. Any unpaid early bird registrations will revert to standard registration fees after the closing date.

The Organisers cannot guarantee the availability of social function/s ticket/s to delegates who register late (inside 6 weeks before the start of the Event) as there is a possibility the social program may be fully subscribed.

Acceptance of registration is at our discretion and the Organiser reserves the right to decline any registration application. A refund will be provided for any declined registration forms.

Any changes to your registration or transfer to another delegate, must be emailed to alta@encanta.com.au.

Late registrations are welcome either online or onsite during the conference.

Presenters

Only one presenter rate available per paper. Presenter registrations are in the name of the presenter and are non-transferrable.



Young Professional

Young professional registration is available to participants 32 years of age or younger. Proof of age must be provided on request. Academics must be in full time assignments in areas relevant to the conference.

Sole Consultant/Unemployed/Retired

Self-funded sole consultants (not subsidised), unemployed or retired industry professionals. Further information may be requested.

Students

Student registration includes undergraduate and graduate students pursuing full-time studies in areas relevant to the conference.

Exhibitors & Sponsors

Exhibitors-sponsors must register in order to take up the associated complimentary registration (one per booth). Additional exhibitor-sponsor delegates receive discounted registration fees. The exhibitor-sponsor delegate rate includes attendance at technical sessions, access password for online papers, electronic proceedings, daily catering, associated social function/s, satchel and attendee list. The rate excludes the conference dinner.

Booth Support Staff

Booth support staff must register in order to take up the associated complimentary registration (one per booth). All booth support staff must register individually and wear the correct lanyard at all times. Booth support staff may not register as Exhibition Visitors. The rate includes daily catering, associated social function/s, satchel and attendee list. The rate excludes attendance at technical sessions, access passwords to online papers, electronic proceedings and conference dinner.

Exhibition Visitors

The exhibition is open to visitors free of charge 9:00-11:30am and 2:00-4:30pm Monday-Thursday, and 9:00-11:30am on Friday. All visitors must register at the conference desk and wear a correct name tag. Tickets may be purchased for lunches, cocktail functions and dinner.

Letters of Invitation

Letters of Invitation to support Visa applications can be provided on request. Registration fees must be paid in full before letters will be issued

Papers

- Password protected Papers and Presentations in lieu of papers will be posted on the delegate portal during the conference. Delegates may download papers for their registered sessions for use during the conference.
- Passwords will be emailed to delegates prior to the conference.
- Delegates may print for individual personal use only. Distribution without the express written permission of ALTA is prohibited.
- Booth Support Staff and Exhibition Visitors do not receive passwords for the papers.

Proceedings

- The final proceedings will be provided in electronic form by 31 July.
- Passwords will be emailed to delegates.



Payment

Payment in full must be received at the time of registration or no later than 7 days from the invoice date. In the event the full payment is not received before the deadline indicated, the delegate may be refused entry to the Event. Non-payment will not be considered as a cancellation. A formal cancellation by email is required to be submitted to the Organiser or you will be liable as per the cancellation policy for the event.

Payment can be made by credit card, Visa, MasterCard or American Express and may incur credit card surcharges. Electronic Fund Transfer (EFT) is available in advance of the Event with bank details displayed on all invoices issued. All fees stated are in Australian dollars and include GST unless otherwise stated.

Event Changes

The Organiser reserves the right to make alterations to the Event program, venue, and timings at any time. In the event of it being found necessary, for whatever reason, that the Event is being postponed or the dates being changed, the Organisers shall not be liable for any expenditure, damage or loss incurred by the delegate. 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 cancellation schedule below.

Cancellation Policy

Notice of cancellation and requests for a refund, by individuals or groups, must be received in writing by email to Encanta Event Management, alta@encanta.com.au

The date of the email receipt will be the basis for considering refunds. Refunds will be made after the event less an administration fee.

The following cancellation charges apply:

- Cancellations received on or prior to 31 March 2024: Full refund less a \$200.00 per person administration fee.
- Cancellation received on and after 01 April 2024: No refund.
(Application for refund will be considered under exceptional circumstances)

No refund will be granted for failure to attend/no show.

As an alternative to cancellation, your registration, and additional items, such as workshops, tours, social events, partner programs etc, may be transferred to another delegate without penalty.

In the unlikely event of the program being cancelled by the Organiser, a full refund will be made, less administration fee. Liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to the Organiser, event hosts or any other individual associated with the event organisation. We shall not be liable to you for travel, accommodation or other costs and expenses incurred if we are required to cancel or relocate the event.

Force Majeure

The Organiser will not be liable (except as required by law) for any loss, damage, injury, costs, or expenses in relation to:

- events which are beyond the control of the Organiser including but not limited to acts of God, pandemic, epidemic or other widespread illness, blackouts, fire, explosion, flood, earthquakes,



war, national emergency, military unrest, acts of terrorism, protests, riot, civil commotion, industrial action, lockouts, strikes or other labour disputes.

- Acts or omissions of an independent contractor or other party outside of the Organiser's control who supplies products or services in connection with the Event.
- Unknown or unforeseen defects in any venue, vehicle, device, or material used in connection with the Event.

Visa Requirement

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

Photography & Filming

For promotional purposes, photos and video recordings will be taken during the event.

Antitrust Compliance Policy

ALTA complies with the antitrust laws of Australia. Attendees are encouraged to consult with their own corporate counsel for further guidance in complying with Australian and foreign antitrust laws and regulations.

Insurance

Registration fees do not include insurance. All participants are advised to procure their own insurance to cover all risks including (but not limited to) costs of travel, accommodation, registration and ticket fees, personal property, health and medical expenses, injury, death, and all other risks. The event, host organisation and organisers will not be held liable for any claims under any circumstances.

Indemnity

In the event of industrial disruption or other unforeseen circumstances, the Host, Organising Committee, and the Organiser accept no responsibility for loss of monies incurred by delay or cancellation.

Liability

Views expressed by speakers, sponsors and/or exhibitors are their own. The Organisers, Host and Organising Committee cannot accept liability for any advice given, or views expressed, by any speaker, sponsor and/or exhibitor at the event or in any material provided to delegates. In addition, the

Organiser shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the event.

Privacy

The Organiser operates a strict privacy policy and is committed to protecting the privacy of its delegates.

During the registration process, the Organiser will gather and record personal information necessary for your attendance. All personal information is gathered, stored, and disseminated in accordance with the National Privacy Principles (NPPs) as set out in the Privacy Act 1988 (as amended).

General

We reserve the right at all times to change, amend, add, or remove any of the above terms without prior notice. If one or more of the conditions outlined in these Delegate Terms & Conditions should be



or become invalid, the remaining conditions will continue to be valid and apply. These Delegate Terms & Conditions apply to all participants of this Event, including speakers, sponsors, and exhibitors.