



## TERMS & CONDITIONS

By completing the registration process you are accepting the terms and conditions including the cancellations & refunds as outlined in this document.

The information you supply on the registration form will be shared and used between the organising committee of the OSS 2019 for the purpose of this event and for notifications of subsequent events. You are entitled to ask Convention Management for access to, and to correct, your personal information. Unless you request otherwise, your name will be included in the list of participants, which will be distributed to those attending the symposium, including sponsors and exhibitors.

**IMPORTANT: You need access to a modern browser to do this – use Internet 8 or above, Mozilla Firefox or Google Chrome – if your workplace does not have this loaded on your computer ask your IT department for help. At home - these modern browsers are available to download free.**

## REGISTRATION CANCELLATIONS & REFUNDS

Any amendments and/or cancellations must be notified in writing to the OSS 2019 organisers, Convention Management NZ Ltd (CMNZ). Cancellations received in writing before 30 September 2019 will be refunded in full less an administrative fee of \$250. Cancellations received after that date will not receive refunds unless exceptional circumstances prevail, and any such refund is solely at the discretion of the organisers. Cancellation charges and administration fees will be incurred, and payment will be sought regardless of whether your attendance costs have been paid at the time of your cancellation. All refunds will be processed after the symposium has taken place. Substitute delegates are welcome without penalty, but please advise the symposium organisers of any name changes.

I acknowledge that if I register less than 7 days prior to the event commencing, any requirements (dietary, special or other) may not be able to be catered for.

## FAILURE TO ATTEND

If you have registered to attend OSS 2019 and fail to attend without giving notice in writing to the organisers, registration fees and any other costs associated with your registration are still payable.

## SYMPOSIUM CANCELLATION

In the event that the symposium is cancelled by the organisers or CMNZ, or by any reason of any factor outside the control of the organisers or CMNZ, the symposium cannot take place; the amount of the Registration Fee (less any administrative costs) shall be refunded. The liability of the organisers and CMNZ shall be limited to that refund and neither shall be liable for any other loss, cost or expense, however caused, incurred or arising. In particular, neither the organisers nor CMNZ shall be liable to refund any travel or hotel costs incurred by delegates or their organisations. It follows that delegates and accompanying partners are advised to take out comprehensive insurance, including travel insurance.

## COLLECTION OF OUTSTANDING FEES

Non payment of any invoice issued will be passed onto a collection agency. Any collection costs incurred will be the responsibility of the debtor.

## PHOTOGRAPHY AND VIDEO RECORDING

Symposium delegates consent to being filmed and/or photographed for use in social media posts, advertising, television, video, and receiving printed or emailed promotional material. If you do not consent, please contact the symposium organisers.

## **ELECTRICAL DEVICES**

I understand that any and all electrical devices, chargers, power cords and electrical plugs of any type that I bring into OSS 2019 symposium and function venues must be compliant with relevant Australian Standard AS/NZS 3760. I further understand that all electrical devices, chargers, power cords and electrical plugs of any type must be tested and tagged attesting to the fact that they currently meet the Australian Standard AS/NZS 3760.

I further understand that any electrical equipment found to be untagged must be tested and tagged or removed from OSS 2019 symposium and function venues immediately. New equipment need not be inspected but must be tagged with the re-test date prior to service as per Australian Standard AS/NZS 3760.

## **HEALTH & SAFETY**

I agree to obey all instructions from the organisers as they relate to the Safety at Work (General Risk and Workplace Management) Regulations 2016 as they relate to the OSS 2019. I acknowledge that I have provided all relevant information to the organisers at the time of my registration for the OSS 2019. This information enables the organisers to determine a risk profile for complying with the Work Health & Safety Act 2012.

## **DATA COLLECTION POLICY**

Please note that by registering for OSS 2019 Symposium your personal information including email addresses and data is gathered for OSS 2019 Symposium, this is for the purpose of information for the event. The information gathered is held in a secure server within the Ivvy Events Software environment – for more information on Ivvy security please go to <https://www.ivvy.com.au/events/security>

The Symposium Organisers, Organising Committee and Ivvy Event software employees have direct access to your data once it is collected. This is for the purpose of organising the Symposium.

### **Use of your data**

Please note that your data may be forwarded to the OSS 2019 Symposium Sponsors and Exhibitors for marketing, educational and promotional purposes.

Your data will also be used to populate a general delegates list that may be printed or displayed on a website. The information contained in the general list will exclude any direct contact details.

Your data will also be shared with the organisations and third parties as below:

- Ivvy, the cloud computing platform the events database is hosted from.
- DPS, our authorised ecommerce provider.
- Caterers. Where you have indicated a dietary restriction, this will be provided to any catering company contracted for the event.
- Sponsors. Please note, in a separate privacy section of the registration form, you can opt in or out of your information being shared with sponsors.
- AV Company that receives Speaker presentations.
- Travel agencies and suppliers that assist with flight or ground transport bookings.
- Website developer
- Collateral designer and printer e.g. Printed handbooks, programs
- OSS 2019 Symposium Organisers

### **Opting out**

If, at anytime, you DO NOT wish your information to be shared in this way, please notify the Symposium organisers ([Lu@cmnzl.co.nz](mailto:Lu@cmnzl.co.nz)) to have your information withheld. If you choose to do this, your information will not be shared with any other parties (except those listed above).

**DISCLAIMER**

Neither the organisers of OSS 2019 and its constituent members acting as organisers (known collectively as 'the Organisers'), nor Convention Management NZ Ltd (CMNZ), can accept any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers). In particular, neither the Organisers nor CMNZ can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor can the Organisers or CMNZ accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with the workshop, nor losses suffered by reason of industrial disputes, governmental action, registrations or technical problems which may affect the services provided in connection with the workshop. Neither the Organisers nor CMNZ is able to give any warranty that any particular will appear as a speaker or panelist.