



REGISTRATION CANCELLATIONS & REFUNDS

Any amendments and/or cancellations must be notified in writing to the TROG 2019 ASM organisers, Convention Management NZ Ltd (CMNZ). Cancellations received in writing before Monday 11 February 2019 will be refunded in full less an administrative fee of \$150. 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 Meeting has taken place. Substitute delegates are welcome without penalty, but please advise the meeting organisers of any name changes.

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PAYMENT

If you have registered using an earlybird rate, your payment must be received by the earlybird closure date of 14 January 2019. If payment is not made by this date then your registration invoice will be adjusted to the standard rate. The standard rate will then be payable.

FAILURE TO ATTEND

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

MEETING CANCELLATION

In the event that the Meeting is cancelled by the organisers or CMNZ, or by any reason of any factor outside the control of the organisers or CMNZ, the Meeting 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.

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.

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

Meeting delegates consent to being filmed and/or photographed for use in social media posts, advertising, television, video, and receiving printed or emailed promotional material. Please advise the Meeting administrators if you do not consent.

ELECTRICAL DEVICES

I understand that any and all electrical devices, chargers, power cords and electrical plugs of any type that I bring into the TROG 2019 ASM Meeting 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 the TROG 2019 ASM Meeting 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 TROG 2019 ASM. I acknowledge that I have provided all relevant information to the organisers at the time of my registration for the TROG 2019 ASM. This information enables the organisers to determine a risk profile for complying with the Work Health & Safety Act 2012.

COLLECTION OF PERSONAL INFORMATION – EU GENERAL DATA PROTECTION REGULATION

Please note that by registering for TROG 2019 your personal information including email addresses and data is gathered for TROG 2019, this is for the purpose of information for the Meeting. 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 Meeting Organisers, Meeting 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 Meeting.

Use of your data

Please note that your data may be forwarded to the TROG 2019 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.

Opting out

If, at anytime, you **DO NOT** wish your information to be shared in this way, please notify the Meeting organisers to have your information withheld. If you choose to do this, your information will not be shared with any other parties (except The Meeting Organisers, Meeting Organising Committee and Ivvy Event software employees).

DISCLAIMER

Neither the organisers of the TROG 2019 ASM 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.