



## RACP Events - Terms and Conditions

RACP Congress

AFOEM ATM

AFPHM National Training Days

Trainees' Day

New Fellows Forum

CCCH Satellite Day

SPDP Workshops 1, 2 & 3

SPDP 2 Teaching and Learning in the Occupational & Environmental Medicine Workshop

**GST:** All prices are inclusive of GST

**Registration and payment:** Payment in full is required at the time of registration or no later than three days prior to the event in order to attend.

**Congress and ancillary events Cancellation policy:** Cancellations must be received in writing via [racp@saneevent.com.au](mailto:racp@saneevent.com.au). An administration fee of AUD\$200.00 is applicable for cancellations made up until Monday, 30 April 2018. No refunds for paid registrations will be given after this date; however name changes can be made by modifying your registration online up until Monday, 30 April 2018 or via email to [racp@saneevent.com.au](mailto:racp@saneevent.com.au).

**Please note:** When a credit card payment is made online via the system, a merchant fee is charged per credit card, (VISA/MAST = 1.56% and AMEX = 3.025%) and we are unable to provide a refund for this fee.

**For example:**

Registration fee paid online via visa/mastercard	\$1,485 + \$23.16 merchant fee = \$1,508.16
Refund calculation	\$1,508.16 – \$23.16 – \$200
Total refunded amount	\$1,285

**Social functions cancellation policy:** The RACP reserves the right to cancel or vary optional activities if minimum numbers are not reached. Social function tickets cannot be refunded if participation is cancelled within 96 hours of the event.

**Accommodation cancellation:** Should accommodation be booked through the RACP for an event, individual cancellation policies for the accommodation supplier will be provided at the time of booking. Cancellations in whole or part may incur a penalty at the supplier's discretion.

**Special dietary/physical requirements:** These cannot be catered for unless requested before the event registration closing date. Please indicate any special requirements specifications on your registration form or [racp@saneevent.com.au](mailto:racp@saneevent.com.au).

**Program:** The RACP reserves the right to change conference and event programs at any time. Every effort will be made to ensure programs of equivalent standard.

**Behaviour:** The RACP reserves the right to prohibit entry of any person to an RACP event, or eject any person from an RACP event at the RACP's discretion.

**Disclaimer:** The information on this website and in event related material is correct at the time of providing, however, the organisers reserve the right to change the information where necessary without notice.

**Cancellation of the event:** Should the event you've registered for be cancelled the RACP will advise you of this in writing. All communication will be via the contact details you provided on your registration form including email. The RACP cannot be held responsible for non-receipt of communication. The RACP has no liability for the loss of money in relation to travel, accommodation and other expenses as a result of an event cancellation. Obtaining travel and other insurances to protect such losses are at the discretion of the registrant and are not included in your registration fees.

**Future communication:** In accordance with applicable legislation the College may provide notices or correspondence to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

**Image release:** In registering for RACP events and conferences, delegates grant permission to the RACP, its agents and others working under its authority, to take and to have full and free use of video/photographs containing their image/likeness. It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for the RACP. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from the RACP in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, RACP 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 a delegate not agree to the above image release, they must advise the RACP in writing via [racp@saneevent.com.au](mailto:racp@saneevent.com.au) at least seven days prior to an event.

**Liability waiver:** In the event of disruptions outside the control of the RACP, the RACP and the organisers accept no responsibility. In the event of the venue becoming unusable or other circumstances or the need to cancel the conference, there can be no liability on the RACP or the organisers.

**List of participants:** In registering for RACP events and conferences, relevant details may be incorporated into a delegate list for the benefit of all delegates (name, organisation and state). Further details may be available to parties directly related to the individual event registered for (for the purpose of room bookings, special catering, physical requirements, name tag creation and conference options). Congress delegates may receive material from Premium Sponsors via the Congress Secretariat. If you do not wish to receive material, please indicate this in writing to the RACP via [racp@saneevent.com.au](mailto:racp@saneevent.com.au).

**Storage of data:** The College may engage a third party to administer and deliver services and communications to attendees by email. Some third party suppliers or their products/services are located overseas. Business details and personal information you choose to provide on this application may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. By completing this application, you agree to this transfer and Australian Privacy Principle 8.1 will not apply to this disclosure.

## Speaker Terms and Conditions

By accepting an invitation or agreeing to speak at an RACP event, Congress or conference speakers agree that they:

- Have checked the accuracy of the information and referencing within the presentation.
- Have been granted all appropriate consents and approvals to the use of information contained within your presentation from any third party where required.

- Have complied with all legislation, including that relating to the privacy of any person or patient.
- Allow the RACP to publish the presentation in College documents and on the College website, and grants the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated with the presentation including slides and to modify and adapt them (but only to the extent that it is necessary for such use and publication).
- Allows the RACP to live stream and/or record any associated presentation and make a recording of it available on the College website.
- Consents that the RACP may publish the personal details of the speaker such as name, position title and company name.
- Allows the RACP to publish all photographs taken prior to, at, and after the associated event or which relate to it.
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.

## **Abstract Terms and Conditions**

By submitting an abstract to the RACP, each author listed in the abstract confirms and agrees that he or she:

- Agrees with the content of the abstract and has given permission to be listed as an author/presenter.
- Has checked the accuracy of the information and referencing within the abstract.
- Has been granted all appropriate consents and approvals to the use of information in it from any third party.
- Has complied with all legislation, including that relating to the privacy of any person or patient.
- Has not previously published the abstract.
- Allows the RACP to publish the abstract in College documents and on the College website, and grants the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated abstract and any subsequent submission, presentation or slides associated with the abstract, and to modify and adapt them (but only to the extent that it is necessary for such use and publication).
- Allows the RACP to live stream and/or record any associated presentation and make a recording of it available on the College website.
- Consents that the RACP may publish the personal details of the authors such as name, position title, company name and email addresses as listed in the abstract.
- Allows the RACP to publish all photographs taken prior to, at, and after the associated event or which relate to it.
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.

## **Privacy Policy**

The College complies with the requirements of the national Privacy Act 1988 (Cwlth) (Australia) and the Privacy Act 1993 (New Zealand) and has adopted the Australian National Privacy Principles as the guidelines for ensuring the protection of personal information in its care. This policy applies to all personal information collected, stored, used and disclosed by the College.

The RACP Policy statement, available on the RACP website (link provided below) explains:

- What personal information the College collects.
- How the College uses/discloses that information.
- How the College stores that information.
- Entitlement to access personal information.

By 'personal information', we mean information about an identifiable individual. Please refer to the full RACP Privacy Policy for further details at <http://www.racp.edu.au/home/privacy>