



## **RANZCO 2024 Congress Terms and Conditions**

By attending, speaking, exhibiting, or sponsoring at RANZCO 2024, you agree to be bound by the Terms and Conditions set out below, which form a legally binding agreement between you and the Congress host – RANZCO 2024. As a condition of attendance, in-person delegates must agree to adhere to all health and safety measures put in place by RANZCO 2024, the venue, federal or state guidelines and acknowledge that these procedures may be changed at any time in accordance with the latest health advice from the Australian Government.

RANZCO 2024 and Think Business Events (Congress Organiser) reserve the right to publish changes to these Terms and Conditions at any time without prior notice.

### **PAYMENT OF REGISTRATION**

The payment of the registration is either by credit card or bank deposit at the time of registration. After Monday 30 September 2024 midnight AEST, only payment made by credit card will be accepted. A registration is considered complete when full payment is received by the Congress Organiser. The Australian goods and services tax (GST) at 10% is applicable to all goods and services offered by the Congress. All registration fees listed include GST.

### **DISCOUNTED REGISTRATION FEES**

#### **Early Bird registration fees**

To qualify for early bird registration, registration fees must be paid in full by Tuesday 24 September 2024. If registration fees have not been received by Tuesday 24 September 2024 your registration will revert to the standard Congress registration fee. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

### **MEMBER RATES**

To qualify for member rates, you must be a member of RANZCO. Your membership status will be verified upon registration. Please contact the Royal Australian College of Ophthalmology directly for further details at [Ranzco@ranzco.edu](mailto:Ranzco@ranzco.edu)

**Day Registration** Delegates can only purchase ONE day registration. If more than one day registration is required, then a FULL registration must be purchased.

### **LATE REGISTRATION**

The Congress Organiser cannot guarantee the availability of collateral such as social function tickets (Hosted Breakfasts) and/or any other social functions to Delegates who register late (inside four weeks before the Congress starts) as there is a risk that social program functions may be fully subscribed. These tickets will be forfeited and the Congress registration fees will not be discounted.

### **TRANSFER OF REGISTRATION**

All fully paid registrations are transferable to other persons from the same organisation. Transfers can be made by the registered person in writing to the Congress Organiser at [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) no later than Monday 30 September 2024. Details must include the full name of the replacement person, their title, contact phone number and email address. All other registration details will be carried over to the new person unless otherwise specified.

Transfer of registrations to another person will include the registration, all associated social event tickets (including additional purchases).

Should the new Delegate not require an item previously booked by the original Delegate, the cancellation and refund policy for the item cancelled will apply.

Registrations are individual and cannot be shared

### **NON-ATTENDANCE/NO-SHOWS**

No refund will be made for non-attendance at the Congress or social events.

### **CHANGE OF THE IN-PERSON REGISTRATION TO A VIRTUAL-ONLY REGISTRATION**

#### **At the Delegate's request due to medical reasons**

If a Delegate is unable to travel to RANZCO 2024 to attend the Congress in-person due to medical reasons or illness the Delegate's registration will be converted to a virtual-registration upon written request to the Congress Organiser.

#### **Change of the virtual registration to an in-person registration**

If a Delegate wants to convert their virtual registration to an in-person registration, they must request the change in writing by emailing the Congress Organiser.

### **CANCELLATION OF THE REGISTRATION BY THE DELEGATE**

All cancellations must be made in writing to the Congress Organiser at [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au).

**Full Congress or one-day-only cancellations:** If you have registered for the Congress as a full or a day Delegate, whether virtual or in-person:

You are entitled to a refund if the cancellation is received on or before Monday 30 September 2024. However, you will incur a \$100 administrative fee.

You are not entitled to a refund of the registration fees if the cancellation is received after Monday 30 September 2024

**Part cancellation:** If you would like to cancel part of your registration package (e.g. social event tickets):

You are not entitled to any refund of the registration fee if the cancellation is received after Monday 30 September 2024.

**Final date to claim a refund:** To claim applicable refunds for cancellations or alterations, please email [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) on or before Monday 30 September 2024. No refunds (in part or in full) will be accepted after this date, but you may choose to transfer your registration to another person within your organisation if permitted under these Terms and Conditions.

**Processing time for refunds:** Refunds (less applicable administrative fees) will be processed no later than 30 days after the conclusion of the Congress.

**If your application for a visa to enter Australia is unsuccessful, the above cancellation terms apply.**

### **Change of the in-person CONGRESS to a virtual- only CONGRESS by RANZCO 2024 or THE CONGRESS ORGANISER**

In the event the in-person Congress cannot go ahead due to government restrictions on travel or gatherings, the Congress may be delivered fully online via a virtual platform.

A fully virtual Congress means the Congress will **not** be broadcast from Adelaide and all Delegates, Speakers, Sponsors and Exhibitors will be attending the Congress virtually.

All in-person registrations will be converted to virtual registrations.

### **Cancellation, postponement or change of registration of the Congress by RANZCO 2024 or THE CONGRESS ORGANISER**

It may be necessary for reasons beyond the control of RANZCO 2024 or the Congress Organiser to alter the times, dates, itineraries or Speakers of the Congress by notice to you at any time.

In the event of cancellation or postponement of the Congress, or if the registration is converted from an in-person registration to a virtual-only registration (or vice versa), the maximum liability of RANZCO 2024 or the Congress Organiser is limited to a refund of the Congress registration fee

with no additional liability for travel costs, hotel costs, or any other costs or expenses whatsoever.

In the event of cancellation or postponement of the Congress, or if the registration is converted from an in-person registration to a virtual-only registration (or vice versa), due to circumstances beyond RANZCO 2024 or the Congress Organiser reasonable control including but not limited to acts of terrorism, war, acts of God, natural disaster or global health crises (including any government restrictions on travel or gatherings), RANZCO 2024 or the Congress Organiser cannot be held responsible for any cost, damage or expense which may be incurred by Delegates as a consequence of such cancellation, postpone or change.

In the event of postponement of the Congress, if the Delegate is willing to attend the rescheduled event, we will transfer the registration and guarantee the same conditions and registration entitlements at the rescheduled event.

## **PRIVACY STATEMENT**

RANZCO 2024 is required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia). RANZCO 2024 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.

## **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 the 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 future events and other services.

## **VIRTUAL PLATFORM / CONGRESS APP**

All registered Delegates' name, position, organisation, and email address will be uploaded to the virtual platform and/or app.

Delegates will receive their Congress login details direct from the virtual platform and/or app.

Delegates are responsible for the setup of their own Delegate profile on the virtual platform for interaction with other Delegates, sponsors and exhibitors

Delegates are also responsible for any technical requirements to enable you to use the link to the virtual platform provided by the Congress and to participate in the Congress via the virtual platform and/or app.

Registered Delegates will be able to set their privacy preferences when they log into the virtual platform and/or app.

## **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, position and organisation to Congress sponsors and exhibitors. 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. Delegates may give consent for disclosure of their contact details to sponsors or exhibitors during the registration process or by notifying the Congress Office in writing by Monday 30 September 2024.

## **Intellectual property use**

By registering for this Congress, all Delegates grant permission to Congress, the hosts and its agents, to take photographs and video footage at the Congress and/or screenshots of the virtual platform to reproduce and to distribute on social media, 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/screen shots taken of you for such purposes and waive your legal rights to pursue any cause of action against RANZCO 2024 related to such photographs. If you have

any concerns regarding the use of photographs/screen shots taken of you during the Congress, please see the registration desk during the Congress or contact the Congress Office [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) before Monday 30 September 2024.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for RANZCO 2024. Delegates agree that they are not entitled to remuneration, residuals, royalties, or any other payment from RANZCO 2024 in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, RANZCO 2024 and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of any anything contained in the photographs or video. Should a Delegates not agree to the above image release, they must advise the Congress Office.

### **Insurance**

Registration fees do not include insurance of any kind. It is strongly recommended that Delegates take out insurance at the time of registration to include any eventuality including but not limited to loss of fees through cancellation of Delegate's participation in the Congress or through cancellation of the Congress, loss of airfares through cancellation for any reason including airline or related services, strikes, loss or damages to personal property, force majeure or any other reason.

### **Liability**

Delegates attend the Congress at their own risk.

Delegates agree not to hold RANZCO 2024, or the Congress Organiser liable for any losses, damages, expenses, costs, claims or liabilities suffered or incurred by Delegates including consequential or indirect losses or loss of profit through registering for the Congress, attending the Congress(whether in-person or virtually), cancellation or postponement of the Congress, failure of the Congress to achieve your expectations, or for any error or omission by RANZCO 2024 or the Congress Organiser.

Delegates agree not to hold Congress or the Congress Organiser liable or responsible for any personal injury (i.e. physical, psychological or emotional stress) or any loss or damage to personal property.

Congress proposals and other Speaker materials express the views of the relevant Speaker(s) or author(s) alone. They do not necessarily represent the views of members of RANZCO 2024 or its committees. Congress materials should not be construed as a legal opinion or professional advice. RANZCO 2024 cannot accept liability for advice given, or views expressed, by any Speaker at the Congress or in any material provided to the Delegates.