

# Event terms and conditions

The following event terms and conditions apply to professional development events organised by the Australasian Fire and Emergency Service Authorities Council Limited (AFAC), including events organised by AFAC when operating under its associated trading names (including, for example, Australian Institute for Disaster Resilience). AFAC (including its associated trading names) are referred to in these Terms as “event host”.

These terms and conditions do not apply to the AFAC powered by INTERSCHUTZ conference, including the Australian Disaster Resilience Conference (“Conference”). The terms and conditions applicable to the Conference can be found [here](#).

You acknowledge that you have read and agree to be bound by these event terms and conditions upon (1) submitting your registration to the event host; or (2) attending or participating in the event if you are not required to register for the event.

## 1. General

- 1.1. From time to time, we may update these terms and conditions. The updated terms and conditions will apply to all registrations from the time of updating onwards.

## 2. Registration, prices and payment

- 2.1. Your registration is subject to acceptance by the event host, which will be confirmed in writing (including but not limited to email) after the event host has received your fully completed registration, the registration fee (if required) and any required supporting documents. The event host may in its absolute discretion for any reason refuse to accept your registration.
- 2.2. All prices are in Australian Dollars and include GST.
- 2.3. Registration fees are payable prior to the commencement of the event, including where an invoice has been issued.
- 2.4. Registration fees can be paid using a credit card via the online booking system. Where a credit card is not a payment option available to you, an invoice can be requested.
- 2.5. All invoices are issued by AFAC, regardless of the trading name of the event host.

## 3. Registration cancellation or transfer by you

- 3.1. Should your circumstances change, and you are unable to attend the event, you must contact the event host via email.
- 3.2. Cancellation requests received by the event host more than 21 days prior to the event will not incur charges, and a full refund applies. Refunds are not available for cancellation requests received by the event host less than 21 days prior to the event.
- 3.3. Cancellation requests received by the event host more than 7 days but less than 21 days before the event will be eligible for the event registration to be transferred to an alternative event of the event host where available. Cancellation requests received by the event host within 7 days of the event will not be granted a transfer to an alternative event.

3.4. If you are unable to attend an event, the registration for the event can be transferred to another person such as a colleague. Such transfer requests must be received by the event host at least 1 full business day in advance of the event.

3.4.1. Where an event registration includes catering, dietary requirements cannot be guaranteed for the transferee.

#### **4. Changes to the event by the event host**

4.1. The event host reserves the right at any time to:

4.1.1. change the format, participants, content, location and timing or any other aspect of the event;

4.1.2. postpone the event or any part of the event; or

4.1.3. cancel the event or any part of the event, and will not be liable for any damages, costs, losses or expenses of any kind incurred or suffered by you as a result of or in relation to the event host modifying, postponing or cancelling the event or any part of the event.

4.2. If the event is cancelled or postponed by the event host for reasons that are beyond its reasonable control, the event host may retain registration fees and will not be required to make any refund.

#### **5. Communication**

5.1. The event host will communicate with registered event attendees via the email address provided during the registration process. The event host takes no liability for missed communication to the email address provided.

5.2. Personal information acquired by the event host is governed by the event host's Privacy Policy. For information on the Privacy Policy, see [here](#).

#### **6. Event Photography**

6.1. You acknowledge that you may be filmed, sound recorded and/or photographed by the event host, the media or any other party at the event and the event host may use or approve the use of the film, sound recording and/or photograph for any purpose and in any way whatsoever.

6.2. Any person or organisation not affiliated with the event host may not use, copy, alter or modify the event host photographs, graphics, videography or make reproductions or recordings without the advance written permission of the event host.