

# REGISTRATION INFORMATION **ONSITE**

Categories and inclusions	Full delegate	Day delegate	Student <sup>4</sup>	Exhibition booth staff
Conference opening session	✓	✓	✓	
Plenary session access	✓	✓	✓	
Concurrent session access	✓	✓	✓	
Exhibition access	✓	✓	✓	✓
Welcome reception <sup>1</sup>	✓			
Farewell cocktails <sup>1</sup>	✓			✓
Refreshment breaks and networking lunches	✓	✓	✓	✓
Happy hours	✓	✓	✓	✓
Conference Dinner <sup>2</sup>				
<i>The APPEA Journal</i> (conference proceedings) <sup>3</sup>	✓	✓	✓	

## Notes

<sup>1</sup> Tickets/additional tickets for the Welcome reception and the Farewell cocktails can be purchased for \$95 and \$50 respectively during the registration process.

<sup>2</sup> Tickets for the Conference Dinner can be purchased prior to the event as part of the registration process for \$195 each.

<sup>3</sup> *The APPEA Journal & Conference Proceedings* will be published online and available three weeks post conference. Recipients will be issued with a unique access code.

<sup>4</sup> Student registrations will close COB 21 April 2022. Evidence of full-time study in 2022 including the name of the institution and student number must be provided with the registration form. For the full criteria details to secure this special rate, please see [www.appeaconference.com.au](http://www.appeaconference.com.au) under 'Attend'.

<sup>5</sup> Accredited media must be pre-approved by the APPEA Secretariat before registering. Please refer to the media section at [www.appeaconference.com.au](http://www.appeaconference.com.au) for detailed information.

<sup>6</sup> APPEA will be negotiating with specific industry bodies and associations for special rates for their members. For more details, please refer to the Attend/Registration section on [www.appeaconference.com.au](http://www.appeaconference.com.au)

## Pricing

		Early bird to 1 April	Standard 2 Apr–12 May	Late 13–19 May
<b>Full delegate</b>	APPEA Member/Government	\$1,695	\$1,845	\$1,995
	Non member <sup>6</sup>	\$2,095	\$2,295	\$2,495
	Honorary Life Member	\$0	\$0	\$0
<b>Day delegate (price per day)</b>	APPEA Member/Government	\$850	\$995	\$1,095
	Non member <sup>6</sup>	\$1,095	\$1,250	\$1,295
<b>Exhibition booth staff</b>	APPEA Member/Government	\$330	\$375	\$425
	Non member	\$380	\$425	\$490
<b>Other types of registration</b>	Student <sup>4</sup>	\$150	\$150	\$150
	Media <sup>5</sup>	\$0	\$0	\$0
<b>Social and networking functions</b>	Welcome Reception <sup>1</sup>	\$95	\$95	\$95
	Conference Dinner <sup>2</sup>	\$195	\$195	\$195
	Farewell Cocktails <sup>1</sup>	\$50	\$50	\$50

**FOR VIRTUAL REGISTRATIONS, SEE DETAILS ON PAGE 29**

# TERMS AND CONDITIONS—IN PERSON REGISTRATIONS

These Terms and Conditions govern all registrations for the APPEA 2022 Conference and Exhibition to be held at the Brisbane Convention and Exhibition Centre (the Venue) from 16 May 2022 to 19 May 2022 (the Conference).

Before proceeding with registration, the prospective attendee or delegate must carefully read these Terms and Conditions, and if unsure to their meaning and application, seek independent legal advice. If a person is registering on behalf of a delegate/s, it is the responsibility of that person to notify the delegate of the Terms and Conditions of registering, for which they will be agreeing to on the behalf of the delegate. Responsibility also includes providing full details of the delegate/s registration details as confirmed. By completing the registration, and paying the registration fees, the prospective attendee, or delegate agrees with these Terms and Conditions.

## Registration

**Payment:** All registration fees must be paid in full prior to the Conference by 5.00pm AEST Friday 13 May 2022 to guarantee and confirm registration. Once payment has been received, an email confirmation and receipt will be provided. If payment is not made at the time a registration is lodged, then registration will be deemed provisional and APPEA reserves the right to deal with such registrations in its absolute discretion.

**Cancellation:** APPEA reserves the right to levy an administration fee for any notice of cancellations by attendees or delegates received in writing. For cancellations received in writing by 5.00pm AEST Friday 6 May 2022, a full refund (less \$110.00 to cover administration costs) will be made. You acknowledge and agree that no refunds will be issued for cancellations received after 5.00pm AEST Friday 6 May 2022 and APPEA will retain the full amount of registration fees by way of liquidated damages. In addition, full cancellation fees will apply for social functions cancelled after 5.00pm AEST Friday 6 May 2022.

**Assignment:** Should you be unable to attend the Conference, you may transfer your registration to another delegate or attendee at no extra charge on the condition that the conference administrators, The Event Gap (Conference Administrator), are notified in writing by 5.00pm AEST Wednesday 11 May 2022.

**Conversion:** You may elect to convert your in-person registration to a virtual registration by giving notice in writing to the Conference Administrator (Registration Conversion). If notice of Registration Conversion is given at any time up to 5.00pm AEST Friday 6 May 2022, you will receive a refund of the difference in the registration fees paid compared to the online registration fees (less \$110.00 to cover administration costs). If notice of Registration Conversion is given after this date, the Registration Conversion will be actioned, but no refund will be issued.

**Please note:** If a registration is submitted and is unpaid, no cancellation notice is received, this will still be considered an active registration, regardless of whether the delegate attends the Conference, and payment will be requested in full by the Conference Administrator.

## COVID-19

In the event that you are unable to attend the Conference as a direct result of a COVID-19 requirement or restriction, and you advise APPEA in writing at 'appea@theeventgap.com.au' before 5.00pm AEST Friday 6 May 2022, your in-person registration will be converted to a virtual registration by the Conference

Administrator. Provided notice is given before 5.00pm AEST Friday 6 May 2022, you will receive a refund of the difference in the registration fees paid compared to the online registration fees (less \$110.00 to cover administration costs). If the COVID-19 requirement or restriction occurs after 5.00pm AEST Friday 6 May 2022, you will not be entitled to any refund, however no administration fee will be charged. All changes and cancellations must be made in writing to APPEA at 'appea@theeventgap.com.au'. No changes or cancellations will be accepted verbally.

## Early bird registration

Early bird registrations close at midnight AEST on Friday 1 April 2022. If full payment has not been received by 5.00pm AEST Monday 11 April 2022 for an early bird registration, APPEA will charge the standard registration fee for that delegate payment. All registrations must be accompanied by an appropriate form of payment. Accepted credit card payments are Visa, Mastercard and Amex. Any surcharge applied by the relevant card provider will apply to all credit card transactions. All figures are quoted in Australian dollars and include GST. A tax invoice will be included with your confirmation email.

**Please note:** Delegates will not be permitted access to the conference unless payment is received in full.

## Payment method

Credit card and EFT payments are the accepted forms of payment until 11:59pm AEST Friday 22 April 2022. From Saturday 23 April 2022, credit card payments will be the only accepted method of payment, unless written approval is granted by APPEA. Accepted credit card payments are Visa, Mastercard and Amex. Any surcharge applied by the relevant card provider will apply to all credit card transactions. All figures are quoted in Australian Dollars and include GST.

## Behaviour and Code of Conduct

**Diversity and Inclusion:** APPEA values diversity and inclusion as human entitlements and appreciates the improvements in business performance that flow from the recognition of individual differences. APPEA is committed to providing a Conference which is free from discrimination by reference to unlawful or irrelevant attributes, including but not limited to, religion, race, ethnicity, language, gender, sexual orientation, disability, and age. APPEA reserves the right to refuse admission to any participant who fails to uphold or promote APPEA's value of diversity and inclusion.

**Inappropriate behaviour:** You must not engage in offensive or inappropriate behaviour at the Conference, including but not limited to by wearing or otherwise displaying any commercial, political, religious, or offensive signage or logos.

**Contravention:** Without prejudice to any other rights which APPEA may have, if you contravene any of these Terms or Conditions, you may:

- be refused entry to, or be removed from, the venue;
- have your ticket confiscated and/or cancelled without refund or recompense;
- be disqualified from purchasing tickets for or entering into other events organised or affiliated with APPEA.

APPEA reserves the right to:

- evict any person from the Venue and the Conference if they are in contravention of any of these Terms and Conditions;
- refuse or reject any registration, whether paid or unpaid, if APPEA reasonably suspects that the prospective attendee or delegate does not uphold or promote APPEA's value of diversity and inclusion.

## Security

For the safety of all attendees and delegates, it is a condition of entry to the Conference that you submit to random searches (e.g., pat down of persons, metal detection of person or physical inspections of bags and containers) on entry and at any other time during the Conference. If you refuse a random search on entry, APPEA reserves the right to:

- 1 Refuse you entry, without a refund; and
- 2 Within the confines of the Conference, you may be removed from the Venue without a refund.

You may be asked to check-in your bags into the cloakrooms provided onsite at the discretion of the security personnel.

## Event speakers

Any views expressed by speakers remain at all times, their own personal views. Subject to applicable law, APPEA does not accept liability for any advice given, or views expressed by any speaker at any event or conference or in relation to any materials provided to delegates or attendees. Delegates or attendees should advise APPEA of any special access requirements at the time of registration.

## Disclaimer

At the time of registration, APPEA has provided the most recent information available and the delegate and/or speakers accept that the content and/or the delivery of the Conference can change beyond the control of APPEA. APPEA will not take any responsibility for any errors, omissions, and changes to the program or content of the Conference. APPEA reserves the right to make changes as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made.

APPEA reserves the right to update the Disclaimer and Terms and Conditions without notice to you.

APPEA cannot control all content published or disseminated at the Conference. You may find other delegates' or participants' communications, graphics, audio files or other information inappropriate, offensive, harmful, inaccurate, dishonest, or misleading and/or deceptive, however you alone are solely responsible for your interaction with other delegates and agree to act responsibly and exercise caution, common sense, and safety while in attendance at the Conference.

APPEA, its directors, employees, servants, agents, and affiliates shall not be liable for any losses, damages, liabilities, claims or expenses whatsoever arising out of or referable to the Conference

## Indemnity

Should, for any reason outside the control of APPEA, the Venue or speakers change, or the Conference be cancelled, APPEA will endeavour to reschedule the Conference. In this instance, you will indemnify and hold APPEA harmless from and against any and all costs, damages and expenses. APPEA does not accept responsibility for, and the delegate indemnifies APPEA against, any costs, charges or fines incurred by the delegate in the process of attending the Conference. Agreement to these Terms and Conditions indicates acceptance of this indemnity.

## Force majeure

APPEA will not be liable to the delegate for any loss suffered, nor be in default under these Terms and Conditions for any delay, failure or interruption resulting directly or indirectly from industrial action,

TERMS AND CONDITIONS—IN PERSON REGISTRATIONS *continued*

blackouts, fire, war, terrorism, civil or military unrest, explosions, earthquakes, floods, labour disputes, acts of God, epidemic or pandemic (such as the COVID-19 pandemic) or any other event or cause beyond the control of APPEA, or if the attendance at the Conference is adversely impacted by any of the causes nominated by this clause. In all such circumstances APPEA shall be entitled to retain all payments paid by the delegate. An event under clause will not affect or prejudice the right of the APPEA to pursue outstanding payments owed to APPEA by the delegate.

**QLD State Lockdown due to COVID**

If APPEA is unable to deliver the Conference at the Venue due to any official QLD Government lockdown or restrictions (for example, any lockdown or restrictions arising out of the COVID-19 Pandemic), APPEA reserves the right, at its sole discretion, to:

- Convert all in person registrations to virtual registrations; or
- Postpone the Conference to a later date, transferring all in person registrations to the postponed date.

If APPEA proceeds with postponing the Conference, the new date of will be announced within 30 days of APPEA providing notice in writing of its decision to postpone the Conference. In such circumstances, registration rates will remain at the rates which applied at the time the delegate registered for the Conference.

**Photography and videography**

**Authority to record:** By registering for the Conference, and paying the registration fees, you irrevocably authorise and grant APPEA (and any of its authorised representatives, agents, employees, contractors) the right to:

- record you (picture and voice) on photographs, film and/or video tape, for audio and visual production (the Recording);
- edit the Recording into a photo gallery/short film/webinar (which may include other recordings and material);
- use your name and likeness, voice or other information concerning you;
- use, screen or place online (including on social media), the Recording for promotion and any other purposes worldwide and in perpetuity.

**Release:** You hereby irrevocably release APPEA from any infringement or violation of personal and/or property rights of any sort whatsoever based upon the use of the Recording. You acknowledge that APPEA owns and shall own all rights, title, and interest (including copyright), in the recording. You further acknowledge that APPEA is not obliged to use the recording. You warrant that you have full power to enter into this release and that the terms of this release do not in any way conflict with any existing commitment on your part. You understand that you will receive no monies, consideration, or compensation for this recording.

While under no obligation to do so, APPEA will consider any reasonable request not to use or to stop using a particular recording. Such requests should be made in writing to [jhood@appea.com.au](mailto:jhood@appea.com.au). Should you not wish to grant APPEA these rights, please contact APPEA at [jhood@appea.com.au](mailto:jhood@appea.com.au) at least two (2) weeks prior to the Conference.

**Recordings**

Without express prior written consent from APPEA, you are not permitted to make any audio-visual recordings of the Conference (**Unauthorised Recordings**). This

includes but is not limited to, presentations, powerpoint presentations, speeches and photography or filming/ recording of powerpoint slides is strictly prohibited. Should you make any Unauthorised Recordings, you agree that upon making those recordings, all copyright in the Unauthorised Recordings shall vest in and otherwise be assigned to APPEA. You further warrant that you shall not use the Unauthorised Recordings in any manner whatsoever.

If you are in contravention of any of these Terms and Conditions, APPEA reserves the right to:

- evict you from the Venue and the Conference;
- cancel your registration with no refund.

**Conditions of Entry**

All participants and delegates must comply with all current Public Health Orders issued by the Australian Government and the State Government applicable to the Venue in order to gain entry to the Conference. You acknowledge and agree to:

- provide evidence as requested by APPEA to confirm compliance with vaccination requirements (including contraindication certificates);
- maintain physical distancing measures in accordance with the health guidelines provided by the Australian Government and the State Government applicable to the Venue;
- refrain from attending the Conference or Venue if you are unwell or are experiencing any COVID-19 symptoms;
- refrain from attending the Conference or Venue if you are required to self-isolate by the Australian Government or the State Government applicable to the Venue;
- at all times treat staff of APPEA or the Conference Administrator with respect.

**Privacy policy**

APPEA is concerned with the protection of your privacy. We acknowledge and abide by our obligations under the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) as amended. APPEA collects and stores your personal information for the purposes of providing registration and delegate services, education and training programs, and improving and promoting products and services, and membership status in various ways.

To view full details of APPEA's privacy policy please visit our website at '[www.appea.com.au/privacy-policy](http://www.appea.com.au/privacy-policy)'.

**Delegate list**

Your contact details (including your name, position title, company and email address) will be used to compile a delegate list that will be used by: APPEA, third party event organisers; venues and accommodation provider for the purposes of room bookings (if applicable); two principal partners; and parties associated with related events, before and after the Conference.

The delegate list will be issued electronically to all registered delegates (including confirmed exhibitors), 7-14 days prior to the Conference, and post Conference, to enable delegate collaboration.

Should you not wish for your details to be used for these purposes, please email '[appea@theeventgap.com.au](mailto:appea@theeventgap.com.au)' at least two (2) weeks prior to the Conference. If you have any questions or concerns about your privacy in relation to the Conference, please contact: [appea@theeventgap.com.au](mailto:appea@theeventgap.com.au).

**Accommodation**

Accommodation bookings should be made at the time of registration to ensure you obtain accommodation at the property of your choice. Bookings must be made on the applicable section of the online registration form. Delegates will be responsible for payment of their accommodation and all costs incurred during their stay upon check out at the hotel. Some hotels may charge a one-night deposit to your credit card prior to the Conference. This amount will be deducted from the credit card provided directly by the hotel.

**Disclaimer:** It is your responsibility to review the accommodation provider, the facilities, and the conditions in which the booking is offered. APPEA does not accept any liability for any loss or damage that you might suffer due to unsatisfactory accommodation arrangements made by you.

Please take care when assessing and booking accommodation arrangements.

**Accommodation cancellations and amendments**

No cancellation fee for accommodation will be charged if you advise an amendment or cancellation in writing to the Conference Administrator, to '[appea@theeventgap.com.au](mailto:appea@theeventgap.com.au)' before 11:59pm Thursday 7 April 2022.

No refunds will be provided for cancellations or reduced room nights from Friday 8 April 2022.

The credit card provided at the time of booking will automatically be charged by the nominated hotel, for any cancellation fees incurred. No new bookings or accommodation changes can be made over the phone. All bookings/changes must be made in writing to [appea@theeventgap.com.au](mailto:appea@theeventgap.com.au).

After Monday 11 April 2022, accommodation should be booked or amended directly through the hotels. Please note, after Monday 11 April 2022, the Conference Administrators are not responsible for advising hotels of changed circumstances, even if they are advised of a cancellation/change of registration details. Hotels will directly debit delegates' credit card details for cancellations and no shows (if not advised prior). Please ensure you are aware of the conference registration cancellation policies as outlined above.

# REGISTRATION INFORMATION **VIRTUAL**

Categories and inclusions	Full delegate	Day delegate	Student <sup>4</sup>	Exhibition booth staff
Live access to opening session	✓	✓	✓	
Live access to plenary sessions	✓	✓	✓	
Access to technical and business program <sup>1</sup>	✓	✓	✓	
Access to on-demand recordings of the conference presentations for one month post event <sup>2</sup>	✓	✓	✓	
Access to the APPEA Exhibition via the online portal	✓			✓
Networking opportunities via online meeting hub <sup>3</sup>	✓			✓
<i>The APPEA Journal (conference proceedings)</i> <sup>4</sup>	✓	✓	✓	

**THE VIRTUAL REGISTRATION PACKAGES DO NOT OFFER THE OPPORTUNITY FOR VIRTUAL ACCESS TO SOCIAL FUNCTIONS. TO ACCESS SOCIAL FUNCTIONS, PLEASE REGISTER AS AN ONSITE DELEGATE.**

## Notes

- <sup>1</sup> Subject to approval from respective authors and presenters. These sessions are not live streamed.
- <sup>2</sup> Access will be available 48 hours following the live presentation of the respective session.
- <sup>3</sup> The online meeting hub will include live chat, live video calls and the opportunity to schedule a meeting at a preferred time with other delegates and exhibitors.
- <sup>4</sup> *The APPEA Journal & Conference Proceedings* will be published online and available three weeks post conference. Recipients will be issued with a unique access code.
- <sup>5</sup> All rates are GST inclusive and in Australian Dollars.
- <sup>6</sup> Accredited media must be pre-approved by the APPEA Secretariat before registering. Please refer to the media section at [www.appeaconference.com.au](http://www.appeaconference.com.au) for detailed information.
- <sup>7</sup> APPEA will be negotiating with specific industry bodies and associations for special rates for their members. For more details, please refer to the Attend/Registration section on [www.appeaconference.com.au](http://www.appeaconference.com.au)
- <sup>8</sup> Student registrations will close COB 21 April 2022. Evidence of full-time study in 2022 including the name of the institution and student number must be provided with the registration form. For the full criteria details to secure this special rate, please see [www.appeaconference.com.au](http://www.appeaconference.com.au) under 'Attend'.

## Virtual packages, inclusions and rates<sup>5</sup>

		Early bird to 1 April	Standard 2 Apr–12 May	Late 13–19 May
<b>Full delegate</b>	APPEA Member/Government	\$1,185	\$1,295	\$1,395
	Non member <sup>7</sup>	\$1,470	\$1,605	\$1,745
<b>Day delegate (price per day)</b>	APPEA Member/Government	\$595	\$695	\$765
	Non member <sup>7</sup>	\$765	\$875	\$910
<b>Two-day delegate</b>	APPEA Member/Government	\$1,155	\$1,360	\$1,500
	Non member <sup>7</sup>	\$1,500	\$1,715	\$1,780
<b>Exhibition booth staff</b>	One included as part of exhibition stand booking			
<b>Other types of registration</b>	Student <sup>8</sup>	\$150	\$150	\$150
	Media <sup>6</sup>	\$0	\$0	\$0

# TERMS AND CONDITIONS—VIRTUAL REGISTRATIONS

These Terms and Conditions govern all virtual registrations categories for the APPEA 2022 Conference and Exhibition to be held at the Brisbane Convention and Exhibition Centre (the Venue) from 16 May 2022 to 19 May 2022 (the Conference) and streamed virtually via the online platform (Virtual Event).

Before proceeding with registration, the prospective attendee or delegate must carefully read these Terms and Conditions, and if unsure as to their meaning and application, seek independent legal advice. If a person is registering on behalf of a delegate/s, it is the responsibility of that person to notify the delegate of the Terms and Conditions of registering, for which they will be agreeing to on the behalf of the delegate. Responsibility also includes providing full details of the delegate/s registration details as confirmed.

By completing the registration, and paying the registration fees, the prospective attendee or delegate agrees to these Terms and Conditions.

## Registration

**Payment:** All registration fees must be paid in full prior to the Conference and Virtual Event by 5.00pm AEST Friday 13 May 2022 to guarantee and confirm registration. Once payment has been received, an email confirmation and receipt will be provided. If payment is not made at the time a registration is lodged, then registration will be deemed provisional and APPEA reserves the right to deal with such registrations in its absolute discretion.

**Cancellation:** APPEA reserves the right to levy an administration fee for any notice of cancellations by attendees or delegates received in writing. For cancellations received in writing by 5.00pm AEST Friday 6 May 2022, a full refund (less \$110.00 to cover administration costs) will be made. You acknowledge and agree that no refunds will be issued for cancellations received after 5.00pm AEST Friday 6 May 2022 and APPEA will retain the full amount of registration fees by way of liquidated damages. In addition, full cancellation fees will apply for social functions cancelled after 5.00pm AEST Friday 6 May 2022.

**Assignment:** Should you be unable to attend the Virtual Event, you may transfer your registration to another delegate or attendee at no additional charge on the condition that the conference administrators, The Event Gap (Conference Administrators), are notified in writing by 5.00pm AEST Wednesday 11 May 2022. If notice is given after this date, no refund will be issued and no name change will be eligible, without express written permission from APPEA.

## Change of Registration Category

Requests to change the registration category must be made in writing to [appea@theeventgap.com.au](mailto:appea@theeventgap.com.au) before 11 May 2022, no changes will be accepted verbally. If at any point the registration category is changed from a virtual registration category to an in person registration category or an in-person registration category to a virtual registration category, the attendee or delegate automatically accepts the relevant Terms and Conditions for that registration category and the associated fees (see Registration section).

## Early Bird Virtual Registration

Early bird virtual registrations close at midnight AEST on Friday 1 April 2022. If full payment has not been received by 5.00pm AEST Monday 11 April 2022 for an early bird virtual registration, APPEA will charge the standard virtual registration fee for that delegate payment. All registrations must be accompanied by an appropriate form of payment/commitment to pay. Accepted credit card payments are Visa, Mastercard and Amex. Any surcharge applied by the relevant card provider will apply to all credit card transactions. All figures are quoted in Australian dollars and include GST. A tax invoice will be included with your confirmation email.

**Please note:** Delegates will not be permitted access to the Virtual Event unless payment is received in full.

## Payment Method

Credit card and EFT payments are the accepted forms of payment until 11:5pm AEST Friday 22 April 2022. From Saturday 23 April 2022, credit card payments will be the only accepted method of payment, unless written approval is granted by APPEA. Accepted credit card payments are Visa, Mastercard and Amex. Any surcharge applied by the relevant card provider will apply to all credit card transactions. All figures are quoted in Australian Dollars and include GST.

## Access

Sharing of access codes and passwords to the virtual site for the Virtual Event is strictly forbidden. Each registrant will receive individual access codes, strictly for their use only. Without prejudice to any other rights which APPEA may have, if APPEA suspects that sharing of codes has taken place, APPEA reserves the right to:

- refused online admission to, or cancel access to the Conference and Virtual Event platform as well as any recordings offered as part of the virtual package;
- confiscate your Virtual Event registration and/or cancel without refund or recompense;
- disqualify you from purchasing tickets for or entering into other events organised or affiliated with APPEA.

## Behaviour and Code of Conduct

**Diversity and Inclusion:** APPEA values diversity and inclusion as human entitlements and appreciates the improvements in business performance that flow from the recognition of individual differences. APPEA is committed to providing a Conference and Virtual Event which is free from discrimination by reference to unlawful or irrelevant attributes, including but not limited to, religion, race, ethnicity, language, gender, sexual orientation, disability, and age. APPEA reserves the right to refuse online admission to the Virtual Event for any participant who fails to uphold or promote APPEA's value of diversity and inclusion.

**Inappropriate behaviour:** You must not engage in offensive or inappropriate behaviour at the Conference or during the Virtual Event, including but not limited to by wearing or otherwise displaying any commercial, political, religious, or offensive signage or logos.

**Contravention:** Without prejudice to any other rights which APPEA may have, if you contravene any of these Terms or Conditions, you may:

- be refused entry to, or be removed from, the Virtual Event platform;
- have your Virtual Event registration confiscated and/or cancelled without refund or recompense;
- be disqualified from purchasing tickets for or entering into other events organised or affiliated with APPEA.

APPEA reserves the right to:

- evict any person from the Virtual Event platform if they are in contravention of any of these Terms and Conditions;
- refuse or reject any Virtual Event registration, whether paid or unpaid, if APPEA reasonably suspects that the prospective attendee or delegate does not uphold or promote APPEA's value of diversity and inclusion.

## Event Speakers

Any views expressed by speakers remain at all times, their own personal views. Subject to applicable law, APPEA does not accept liability for any advice given, or views expressed by any speaker at any Conference or Virtual Event or in relation to any materials provided to delegates or attendees. Delegates or attendees should advise APPEA of any special access requirements at the time of registration.

## Disclaimer

At the time of registration, APPEA has provided the most recent information available and the delegate and/or speakers accept that the content and/or the delivery of the Virtual Event or Conference can change beyond the control of APPEA. APPEA will not take any responsibility for any errors, omissions and changes to the program or content of the Virtual Event or Conference. APPEA reserves the right to make changes as it deems necessary without penalty and in such situations, no refunds, part refunds or alternative offers shall be made. APPEA reserves the right to update the Disclaimer and Terms and Conditions without notice to you. APPEA cannot control all content published or disseminated at the Virtual Event or Conference. You may find other delegates' or participants' communications, graphics, audio files or other information inappropriate, offensive, harmful, inaccurate, dishonest, or misleading and/or deceptive, however you alone are solely responsible for your interaction with other delegates and agree to act responsibly and exercise caution, common sense, and safety while in attendance at the Virtual Event and Conference.

APPEA, its directors, employees, servants, agents, and affiliates shall not be liable for any losses, damages, liabilities, claims or expenses whatsoever arising out of or referable to the Virtual Event or Conference.

## Indemnity

Should, for any reason outside the control of APPEA, the venue or speakers change, or the Conference or Virtual Event be postponed, APPEA will endeavour to reschedule. In this instance, you will indemnify and hold APPEA harmless from and against any and all costs, damages and expenses. APPEA does not accept responsibility for, and the delegate indemnifies APPEA against, any costs, charges or fines incurred by the delegate in the process of attending the Virtual Event.

## TERMS AND CONDITIONS—VIRTUAL REGISTRATIONS

APPEA and the Event Organiser will not be liable for any damages if you are unable to connect to the virtual platform due to poor internet connections, time changes in the program or any other unforeseen circumstances. APPEA and the Event Organiser will not refund any monies paid. Agreement to these Terms and Conditions indicates acceptance of this indemnity.

### Force Majeure

APPEA will not be liable to the delegate for any loss suffered, nor be in default under these Terms and Conditions for any delay, failure or interruption resulting directly or indirectly from industrial action, blackouts, fire, war, terrorism, civil or military unrest, explosions, earthquakes, floods, labour disputes, acts of God, epidemic or pandemic (such as the COVID-19 pandemic) or any other event or cause beyond the control of APPEA, or if the attendance at the Conference or Virtual Event is adversely impacted by any of the causes nominated by this clause (collectively a Force Majeure Event). In the event of a Force Majeure Event APPEA shall be entitled to retain all payments paid by the delegate. A Force Majeure Event will not affect or prejudice the right of the APPEA to pursue outstanding payments owed to APPEA by the delegate.

If APPEA is prevented from carrying out its obligations as it pertains to the Virtual Event you registered for as a result of a Force Majeure Event, APPEA shall have the right to immediately postpone the affected Virtual

Event without liability and shall be relieved of its obligations to the delegate at that immediate time. If the affected Virtual Event is terminated due to a Force Majeure Event before the first day of the Virtual Event, APPEA will reschedule the affected Virtual Event and your registration fee will be applied to the rescheduled Conference time.

### Recording

By registering for this Virtual Event, and paying the registration fees, you understand that without express prior written consent from APPEA, you are not permitted to make any audio-visual recordings of the Conference (**Unauthorised Recordings**) using any mechanism or material at hand. This includes but is not limited to recording speeches and powerpoint slides/presentations. Photography or filming/recording of powerpoint slides is strictly prohibited. Should you make any Unauthorised Recordings, you agree that upon making those recordings, all copyright in the Unauthorised Recordings shall vest in and otherwise be assigned to APPEA. You further warrant that you shall not use the Unauthorised Recordings in any manner whatsoever. If you are in contravention of any of these Terms and Conditions, APPEA reserves the right to:

- evict you from the Virtual Event;
- cancel your Virtual Event and Conference registration with no refund.

### Privacy Policy

APPEA is concerned with the protection of your privacy. We acknowledge and abide by our obligations under the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) as amended. APPEA collects and stores your personal information for the purposes of providing registration and delegate services, education and training programs, and improving and promoting products and services, and membership status in various ways. To view full details of APPEA's privacy policy please visit our website at '[www.appea.com.au/privacy-policy](http://www.appea.com.au/privacy-policy)'.

### Delegate List

Your contact details (including your name, position title, company and email address) will be used to compile a delegate list that will be used by: APPEA, third party event organisers; venues and accommodation provider for the purposes of room bookings (if applicable); two principal partners; and parties associated with related events, before and after the Conference.

The delegate list will be issued electronically to all registered delegates (including confirmed exhibitors), 7-14 days prior to the Event, and post Event, to enable delegate collaboration.

Should you not wish for your details to be used for these purposes, please email [appea@theeventgap.com.au](mailto:appea@theeventgap.com.au) at least two (2) weeks prior to the Conference. If you have any questions or concerns about your privacy in relation to the Conference, please contact: [appea@theeventgap.com.au](mailto:appea@theeventgap.com.au).