

TERMS AND CONDITIONS

Group Registration

Group registrations can be made via the Group Registration Site.

Payment

Payment or proof of payment must be made in order to receive registration confirmation. We encourage payment to be made at the time of registration to confirm your registration and attendance at any social events. The online form will allow payment by credit card (Visa, Mastercard and AMEX only) or indication that payment will be made via EFT/ bank transfer. Please note your registration is **not guaranteed** until payment is received.

Payment Options

All payment options are outlined on the registration site and are included in the confirmation email and on the tax invoice. Secure online credit card facilities provided by eWay:

<https://www.eway.com.au/secure-site-seal?i=12&s=3&pid=19e98ccf-0bc3-4217-9c91-fe9079438e4a>

If paying by EFT you must accept the bank fees at your end (if applicable). We will not deem registrations as fully paid if we receive them less bank fees.

International Credit Cards

If you are an international delegate and use a credit card for payment, we have the right to ask for a scanned copy of your credit card for proof of authenticity. If a card is not provided or the scan is not considered sufficient, the transaction will be reversed and you will be required to pay via an alternative method for your registration to be confirmed.

Confirmation

Your record of registration, hotel bookings and payment will be sent to you via email automatically upon completion of your registration. Note: If you did not pay at the time of registration your registration is **not confirmed**.

Registration Cancellations & Amendments

Registration cancellations and amendments must be notified in writing to the Secretariat. Cancellations or changes received before **29 July 2018** will receive a refund less 20% administration fee. Refunds (less administration fee) for cancellations received in writing after **29 July 2018** will only be made in exceptional circumstances at the discretion of the Organising Committee.

Substitutions

As an alternative to cancellation, your registration may be transferred to another person without incurring any penalty. The Conference Secretariat must be advised of the transfer in writing. Please email the name, position, phone and email address of the new delegate to info@hepatitis.org.au. There will be no refunds for any social functions purchased by the original delegate.

Accommodation Cancellations

Any accommodation cancelled after **1 July 2018** will be subject to A MINIMUM CHARGE OF one night's cancellation penalty. Please note; that terms and conditions vary for each property so please check your hotel's terms and conditions regarding cancellation carefully before confirming your reservation.

Liability/Insurance

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel insurance and medical insurance prior to the conference. The policy should include loss of fees through cancellation of your participation in the Conference itself, loss of airfares for any reason, medical expenses and repatriation should travel arrangements have to be altered. In the event of industrial disruptions or natural disasters the Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine cannot accept responsibility for any financial or other losses incurred by delegates. Nor can the Secretariat take responsibility for injury or damage to property or persons occurring during the Conference or associated activities. Insurance is the responsibility of the individual delegate.