

2024 APSAA CONFERENCE
REGISTRATION - TERMS AND CONDITIONS

The Asia-Pacific Student Accommodation Association Ltd (APSAA) is the owner of the 2024 APSAA Conference. All enquiries regarding the Conference should be directed to the APSAA Office conference@apsaa.org.au. APSAA reserves the right to reject a registration without giving reasons or terminate a registration at any time.

Attendance
Only pre-registered, pre-paid registrants will be guaranteed access to the event. Upon receipt of your online registration, you will receive a registration confirmation email to your nominated email address together with a Tax Invoice which will be marked as paid if payment is made at the time of registration.
As a condition of attendance, in-person delegates must agree to adhere to all Covid-safe measures put in place by the organiser, the venue or state/country and acknowledge that these procedures may be changed at any time in accordance with the latest health advice from the Australian or New Zealand Government.

Confirmation of Bookings
Conference registrations will be acknowledged via email as they are received. Receipts for registration payment, if made, will be attached to the confirmation email otherwise a Tax Invoice with information on payment options will be attached. Please check the confirmation email carefully on receipt and advise of any issues immediately.

Earlybird Discount
To be eligible for the Earlybird discount, you must register and pay in full on or before Friday 21 June 2024. Registrations that are not paid in full by this date will be converted to the standard rate and an invoice will be raised for this amount.

Registration Fees
Delegates will be offered the best rate applicable based on their status at time of registration and the timing of their registration and payment. Should their status change after registering, the delegate is responsible for notifying APSAA and the cancellation, alteration and refund policies stated in these terms and conditions will apply.

Payments
All registration payments should be made to APSAA. All payment must be received in full prior to attending the Conference to gain entry and you will not be considered to be registered until full payment has been made. We accept the following credit cards – VISA and MasterCard. Delegates can also elect to pay via EFT and will be issued with a Tax Invoice.
Payment via EFT is due within seven (7) days of submitting your registration. If you are registering within 30 days of the event, you will be required to pay at the time of registering using a credit card.
All enquiries regarding payments, please telephone +61 03 9586 6010 or email conference@apsaa.org.au.

Registration Entitlements

Full conference registration includes:

- Access to the conference sessions and exhibition
- Social events including Welcome Reception (Monday evening) and Gala Awards Dinner (Wednesday evening)
- Conference Catering as per the program

Cancellation Policy

Cancellation of Conference by APSAA: It may be necessary for reasons beyond the control of APSAA to alter the times, dates, agenda or speakers of the Conference by notice to you at any time. In the unlikely event of cancellation of the Conference, the maximum liability of APSAA is limited to a refund of the Conference registration fee with no additional liability for travel costs, host costs, or any other costs or expenses whatsoever. In the unlikely event of cancellation or postponement of the Conference due to circumstances beyond APSAA's reasonable control including but not limited to, acts of terrorism, war, acts of God and natural disaster, APSAA cannot be held responsible for any cost, damage or expense which may be incurred by registrants as a consequent of the event being postponed or cancelled.

Cancellations of registration must be requested by email only to conference@apsaa.org.au. Refunds will apply as follows:

- More than 45 days before the Conference – full refund
- 45 to 30 days before the Conference – refund less $200 administration charge
- Within 29 days of the commencement of the Conference or non-attendance – no refund

An organisation may send an alternate delegate if registration has been paid and the registered person is unable to attend due to unforeseen circumstances. In such cases, the Conference Manager must be advised of the change prior to the commencement of the Conference - in writing to conference@apsaa.org.au. If you are registered to attend and pandemic regulations require you to be isolating at the time of the conference, your registration will be refunded (you may be asked to supply evidence).

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 conference@apsaa.org.au no later than 05 July 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 to the new person unless otherwise specified. Transfer of registration to another person will include their registration, all associated social event tickets (including additional purchases) and pre-conference activities.

Should the new delegate not require an item previously booked by the original delegate, the cancellation and refund policy for the item cancelled will be applicable

Program Changes

APSAA reserve the right to change any or all aspects of the Conference, including but not limited to, the event name, themes, content, program, speakers, format, performers, hosts, moderators, venues and times.

Disruptive Conduct
You acknowledge and agree that the APSAA reserve the right to exclude any person from registering for, or participating in, the Conference. In addition, APSAA may remove any person from the Conference if, in their sole discretion, determine that your participation or behaviour creates a disruption or hinders the Conference or the enjoyment of the event content by other attendees.

Insurance
The registration fees do not include insurance of any kind. It is strongly recommended that registrants take out appropriate insurance at the time of registration to include any eventuality including but not limited to loss of fees through cancellation of registrant's participation in the Conference or through cancellation of the Conference, 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.

Intellectual Property
All intellectual property rights to the Event content, and all materials distributed at or in connection with the Conference are owned by the APSAA, the sponsors, &/or speakers presenting at the Conference. Participants may not use or reproduce or allow anyone to use or reproduce any trademarks or other trade names appearing at the Conference, in the Conference content, or in any materials distributed at or in connection with the Conference for any reason without the prior written permission from APSAA.
No part of the Event may be recorded, reproduced, or transmitted in any form or by any means, electronically or mechanically, including but not limited to video or audio recording, photographing, photocopying or any other information storage or retrieval system known now or in the future, without the explicit written permission of APSAA.

Privacy Statement
Registrant's names and contact details will be used as follows:

- For notification of conference-related matters
- Publication of a delegate list which will be available in electronic format for sponsors and exhibitors. Details will include name, position, organisation, country/state of origin and email address
- Will not be used for any other purpose without the consent of the registrant

By registering for the conference, registrants agree to:

- Receive emails in relation to this Conference and future events of this type
- Be photographed or filmed during the Conference. Images and footage may be used for the purposes of promotion of APSAA Conferences in the future. You may choose not to be photographed or filmed by notifying the Conference Manager on conference@apsaa.org.au prior to the start date.

Waiver of Policy
APSAA accepts no liability to any persons or body for any loss, injury, or damage howsoever and whether directly from any action or cause whatsoever undertaken, organised, or sponsored by APSAA.

Terms and Conditions subject to change without notice and will be governed by and construed in accordance with the law of the state of Victoria, Australia and the parties submit to the jurisdiction of the courts of the state.