

## CONNECTING UP CONFERENCE REGISTRATION - TERMS AND CONDITIONS DEFINITIONS

These Terms & Conditions apply to every person registering as a delegate for the Connecting Up Conference 2023, and every person attending the Australian Not-For-Profit Technology Awards Dinner. Held in Melbourne, Australia from May 10-12, 2023 (hereafter referred to as "the conference"), this event is organised by Infoxchange.

All references to a date or a deadline, mentioned in these terms and on other conference documents, refer to the Australian Eastern Time (GMT+10).

### 1. REGISTRATION AND PAYMENT

Submission of a fully completed online registration is regarded as a firm booking and acceptance of these terms and conditions. However, the booking will not be confirmed until full payment has been received.

Payment in full must be received either at the time of registration, or no later than 1 week before the date that the conference begins. In the event that full payment is not received by then, the delegate may be refused entry to the conference. Please note that all transfer charges must be met by the sender.

### 2. PRIVACY, PERSONAL INFORMATION, AND USE BY PARTNERS AND EVENT SPONSORS

2.1. The personal information supplied in connection with this booking will be held by Infoxchange as a record of attendees and parties expressing interest. By registering for this conference the parties concerned are agreeing that the conference organisers may use that personal information to contact them by email, direct mail, telephone or fax, in order to supply information relevant to this conference, or about other conferences, events and opportunities that the organisers are planning and feel may be of interest to them. By registering, delegates and sponsors are also agreeing that the organisers may otherwise collect, use and disclose their personal information for the purposes contemplated by these Terms & Conditions and the organisers' privacy policy which can be found at [https://www.connectingup.org/privacy\\_policy](https://www.connectingup.org/privacy_policy).

2.2. By registering for this conference participants also consent to the organiser sharing this information with its partners and event sponsors in order for them to contact the delegates to market the partners' and sponsors' own products and services which may be of interest to the delegates. If you do not want your details to be used in this way, please untick the relevant box on the event sign-up form, or contact Infoxchange by letter or email to confirm this prior to the conference.

2.3. If you have any queries or complaints regarding the partners' and sponsors' subsequent handling and use of your personal information, please raise these directly with the relevant party in accordance with their own privacy policies. Please visit the relevant third party websites to understand their privacy practices and options they may make available to you in relation to their collection of your personal information.

2.4. At the conference, you may choose to enter your personal details into the conference app. If you do so and then scan your profile at any exhibitor's stand, you acknowledge that this will make that personal information available to that exhibitor, who may use your information to contact you directly to market their products and services.

2.5. If you are a sponsor of an eligible tier (as notified to you by the organisers) who has elected to receive event attendee information from the organisers for the purpose of marketing to attendees, you acknowledge and agree:

- the organisers have informed attendees that their contact details may be provided to certain event sponsors unless they opt out
- you will only use the information to contact the event attendees for marketing purposes, and only in respect of your own brand's products and services (and to avoid doubt only for the brand in respect of which you are promoted as a sponsor of the conference)
- not to disclose the information to any third party, except solely to your third party marketing services providers acting on your behalf to assist you to distribute such marketing
- to ensure each marketing message (e.g. email or sms) contains a functional unsubscribe facility, and to action any unsubscribe requests promptly and within any timeframes required by law
- that you have a legally-compliant privacy policy and will otherwise treat the information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth), and
- that you will keep the organisers informed of the number of opt-out requests you receive, and of the number and general nature of any complaints made by recipients about the receipt of marketing material from you.

2.6. The organisers may also share the names of our confirmed sponsors with potential sponsors to promote the event and encourage further sponsorship of the conference.

### 3. CANCELLATION

3.1. Any delegate or sponsor wishing to cancel their booking must notify Infoxchange in writing. Cancellation charges will apply as follows: Up to 2 weeks before the event starts: 20% of the delegate or sponsorship fee. Up to 1 week before the event starts: 50% of the delegate or sponsorship fee. Less than 1 week before the event starts: 100% of the delegate or sponsorship fee. Non-arrivals are liable for 100% of the delegate or sponsorship fee.

3.2. In the unlikely event of the conference being cancelled by the organiser, a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to Infoxchange, event hosts or any other individual associated with the event organization.

3.3. In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure), or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to Infoxchange, event hosts or any other individual associated with the event organization. Under these circumstances, the conference organisers reserve the right to refund the fees paid minus a 25% admin fee plus any bank transfer fee incurred.

### 4. SUBSTITUTIONS

A substitution is permitted. If you wish to substitute a delegate, you must notify Infoxchange in writing at the earliest opportunity and at least 24 hours before the event begins.

### 5. CHANGES AND POSTPONEMENT

Infoxchange reserves the right to make alterations to the conference programme, venue and timings at any time. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule above.

**6. LIABILITY**

Views expressed by speakers, sponsors and/or exhibitors are their own. Infoxchange cannot accept liability for any advice given, or views expressed, by any speaker, sponsor and/or exhibitor at the conference or in any material provided to delegates. In addition, Infoxchange shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the event.

**7. INSURANCE**

All conference participants are advised to procure their own insurance to cover all risks including (but not limited to) costs of travel, accommodation, conference fees, personal property, health and medical expenses, injury, death and all other risks. Infoxchange and organisers will not be held liable for any claims under any circumstances.

**8. PHOTOS & FILMING**

For promotional purposes, photos, audio and video recordings will be taken during the conference. Delegates who do not wish to be filmed or recorded should advise the organisers in writing prior to the event.

**9. WEBSITE & LINKS**

The conference and associated Infoxchange websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Infoxchange takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

**10. VISA REQUIREMENT**

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

**11. GENERAL**

Infoxchange reserves the right at all time to change, amend, add or remove any of the above terms without prior notice. If one or more of the conditions outlined in these Terms & Conditions should be or become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all participants of this event, including speakers, sponsors and exhibitors. All details contained in the conference website are subject to change without notice. The conference organisers reserve the right to make changes to the conference program without notice.