



Frequently Asked Questions

Who is organising the Symposium?

The Australian Association of Special Education, Victoria Chapter, is the Convenor of the AASE Victoria Special Education Symposium. Further information on AASE can be obtained by visiting <http://aase.edu.au/chapters/victoria>

GEMS Event Management Australia is the Professional Symposium Organiser engaged to assist in the management of the AASE Victoria Special Education Symposium. GEMS are members of Meetings and Events Australia and the Professional Conference Organisers Association. Further information on our company is available at www.gemsevents.com.au.

Who should attend the Symposium?

The AASE Victoria Special Education Symposium Program is being designed for the following delegates:

- Special School and Behaviour School Principals and Teachers
- Pre-school Principals and Teachers
- Primary School Principals and Teachers
- Secondary School Principals and Teachers
- Classroom Support Staff
- Academics and Researchers
- School Counsellors
- Special Education Consultants
- Psychologists
- State and Federal Government Representatives
- Industry Service Providers

What are the Symposium dates?

The Symposium will be held on the Thursday, 21st January 2021 at the State Library of Victoria and virtually through the OnAir platform.

How much does it cost to attend?

Full details of the delegate fees are available on the 'Registration Fees' section of this website.

Can I share my full Symposium registration with another person?

Splitting of full Symposium registrations is not available.

Can I just attend one session on one day of the Symposium?

No, delegates cannot register to attend a single session or a half-day session. The minimum registration duration is the day registration. Please refer to the 'Registration Fees' page for registration package options.

Can I cancel my registration?

All cancellations must be advised to GEMS Event Management Australia in writing by email before the cancellation can be processed. Cancellations will not be deemed to be received until you have written confirmation from GEMS Event Management Australia. If you have not received acknowledgement within five (5) business days, please contact GEMS Event Management Australia on +61 2 9744 5252. If the cancellation is not received in writing, the registration fees will not be cancelled, and full registration will still be payable.

What is the cancellation cut-off date?

Cancellations received in writing by the Symposium Organisers by Monday, 7th December 2020 will be accepted, and all fees refunded less an AUD \$125 administration fee.

Cancellations received after this date cannot be accepted and will not be refunded, however, transfer of your registration to another person is acceptable. The full name and address details of the new delegate must be advised in writing to the Symposium Organisers prior to the commencement of the Symposium. Online registrations received by GEMS Event Management Australia are considered to be confirmed by the delegate. No tentative bookings will be accepted.

If I need to cancel my registration after the cancellation date, can another person from my organisation attend in my place?

Yes. Such changes must be advised to GEMS in writing by email by no later than 5 working days prior to the commencement of the Symposium.

Can I get a refund if I do not attend the Symposium?

No refunds will be made for non-attendance at the Symposium and any unpaid registration fees will still be payable.

In the case of medical emergency which has caused a registered delegate to not attend the Symposium, the Symposium Organisers must be provided with a medical certificate or appropriate documentation before any refund will be considered. Where the Symposium Organisers are advised of a situation after the Symposium, and a refund is deemed to be appropriate, the delegate must still pay the administration fee along with any catering charges incurred as a result of their registration for all catering events at which they were scheduled to attend.

Can I register after the registration closing date?

Registrations for the AASE Victoria Special Education Symposium will close at 5.00 pm on Thursday, 14th January, 2021 in order to finalise all arrangements for the Symposium. Late registrations may be accepted after this date by contacting GEMS Event Management Australia and a late fee of AUD\$55 will be applied. Delegates who choose to register onsite will be required to pay for all related costs immediately, by credit card. Receipts will be sent to the delegate concerned after the Symposium. The Organisers cannot guarantee that collateral, will be available to late registering delegates and there is a risk that social program functions may be fully subscribed.

Do the registration fees include insurance?

Registration fees do not include insurance of any kind. It is strongly recommended that participants take out their own general travel insurance. It is suggested that the insurance policy should also cover loss of fees/deposit, airfares, accommodation charges, medical expenses, loss or damage to personal property and repatriation expense. The insurance should cover loss arising from the cancellation of the Symposium by the organisers or a person's inability to attend due to any reason whatsoever. No responsibility is taken by the Symposium Organisers for any person not holding insurance.

How do I get to the venue?

Please visit the 'Travel' section on the Symposium Website for full details of the venue and travel options.

What is the cost of parking at the venue?

Please visit the 'Travel' section on the Symposium Website for full details of the parking charges at the venue.

Will there be Accessible Facilities available at the venue?

Yes. If you have any special requirements, please notify the organisers by indicating your requirements on the registration form or send an email to Julie McGraw, Symposium Manager at jmcgraw@gemsevents.com.au

Disclaimer

In the event of industrial disruptions, GEMS Event Management Australia Pty Ltd cannot be held responsible for any losses incurred by delegates. The program is correct at the time of printing, but the organisers reserve the right to alter the program as is deemed necessary.

Liability

The Australian Association of Special Education Victoria Chapter or GEMS Event Management Australia Pty Ltd shall not be held liable for personal accidents or losses or damage to private property of registered delegates of the Meeting. Delegates should make their own arrangements with respect to personal insurance