



# ACOTS

AUSTRALASIAN CONFERENCE  
ON TRAUMATIC STRESS

By completing and submitting a registration for the ACOTS Conference 2024, the attendee agrees to be bound by the Conference terms and conditions.

## **Payments**

Full payment must be received prior to the Conference. Once registration is received, a confirmation email and tax invoice will be issued. Any accounts must be paid in full 14 days from the invoice date or 10 business days before the Conference start date, whichever comes first. The Conference organisers reserve the right without notification to cancel outstanding accounts any time after 14 days from the date of the tax invoice being sent. If payment is not received prior to the Conference, access will be granted only after full payment is made via credit card.

Payment can be made via credit card or electronic funds transfer. For electronic funds transfer the appropriate banking details can be found on your invoice. Please note if your registration is made less than two weeks prior to the Conference, the only payment option available is credit card.

## **Cancellations**

All cancellations must be advised in writing to the Conference Organisers.

We understand that circumstances can change. At any point prior to the event you are welcome to contact us in writing to nominate a substitute delegate at no extra charge.

Cancellations received before 20 September 2024 will receive a refund of registration fees less an administration charge of \$150.00. Cancellations after this date will not be refunded.

**Accommodation:** Hotels impose strict cancellations policies. Please refer to the individual hotel cancellation policy for details. The relevant hotel cancellation policy terms and conditions will apply and the cost will be borne by the delegate. The Conference Office cannot guarantee new bookings or amendments to existing bookings after 1 October 2024.

**Social Program:** Cancellations received after 20 September 2024 will not be refunded.

Non-payment and non-attendance does not constitute cancellation.

## **Insurance**

It is your responsibility to obtain your own insurance to cover medical travel and registration expenses, etc.

## **Disclaimer**

The Conference Organisers reserve the right to change activities, topics and present as well necessary.



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## **Force majeure**

ACOTS should not be liable for any loss caused by the cancellation of the event, where a cancellation is due to Force Majeure. The organisers will use all reasonable efforts to conduct the event despite the intervention or occurrence of such causes.

In this clause, Force Majeure circumstances which will be on the reasonable control of ACOTS and ICMS Pty Ltd and which are necessary for a reasonably likely to affect ACOTS' successful delivery of the event all would make it inadvisable, impractical, illegal or impossible for a party to perform its obligations as originally contracted under this Agreement, including fire, flood, earthquake, extreme adverse weather conditions, failure of electrical power, gas, water and other utility services, collapse of building structures, widespread disease or other public health emergency (including pandemic or epidemic), strike or other industrial action, the outbreak of declaration of war, act of terrorism, revolution of government orders or action (including the declaration of a State of Emergency).

If, a result of Force Majeure, ACOTS cancels the Conference, ACOTS shall use reasonable commercial endeavours to reschedule the Conference.

If the ACOTS Conference 2024 is unable to be rescheduled, ACOTS will issue you a non-transferable credit note for the amount of the fee, which may be deemed against any appropriate future events for the period of 12 months from the date of issue.

Without prejudice to its obligations ACOTS accepts no liability and will not be liable for any compensation with a performance of its obligations under this Agreement if affected by Force Majeure.

## **Imagery footage**

By participating in this Conference, you acknowledge and agree to grant ACOTS the right to record, film, livestream, photograph or capture you in any media now available or hereafter developed and to distribute, broadcast, use or otherwise to disseminate, in perpetuity, such media without any future approval from you.



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## DATA CONSENT

### *Why we ask for your consent?*

We ask for your personal data to facilitate your registration for this event.

### *Data Controller contact*

ICMS Pty Ltd  
Suite 2, 191 Riversdale Road  
PO Box 170  
Hawthorn VIC 3122  
P: +61 3 9810 0200  
[privacy@icms.com.au](mailto:privacy@icms.com.au)

### *Why are we processing your personal data?*

We ask for your personal data to facilitate your registration for this event.

### *Other third parties that will have access to your personal data*

Your data will be shared with other organisations and third parties in order to process your registration. These will include the ACOTS 2024 Committee, Phoenix Australia, ASTSS the hotel you choose to place a reservation with, the conference and social event venue(s) should special requests be made and the organisations sponsoring the conference (subject to strict conditions).

### *How long will we store your personal data?*

Your personal data will be retained by us for up to 12 months after the conclusion of this event.

### *Your rights*

You retain the right to ask us about your personal data at any time. Please contact us by emailing [privacy@icms.com.au](mailto:privacy@icms.com.au) with any inquiries you may have.

### *Request to withdraw consent*

You retain the right to withdraw consent use your personal data at any time. Please be aware that a withdrawal of consent before the start of this conference will incur a full cancellation of your registration, with cancellation fees applicable as per the booking terms and conditions. Please contact us by emailing [privacy@icms.com.au](mailto:privacy@icms.com.au) with any inquiries you may have.

You retain the right to request that we forget or anonymise your personal data. If you have attended the conference, we will retain any financial, tax or attendance records for reporting reasons, but will remove all personal data from our database, leaving an “anonymised” record for reporting reasons.