



LGITSA Annual Conference,
Gala Awards, AI Executive
Briefing and GIS in Local
Government Day: Event
Registration and Participation
Terms and Conditions

Inspire
Enable
Influence

1. Disclaimer

All prices are in Australian Dollars (AUD) and include GST unless otherwise stated. Credit card payments may incur merchant fees and online registrations may be subject to registration platform processing fees. Any processing fees, administration fees or merchant fees are non-refundable.

Registration is confirmed only upon receipt of a completed registration and successful payment of all applicable fees.

Where payment by invoice is selected or approved:

- An invoice will be issued to the nominated organisation or attendee.
- Payment must be made by the due date specified on the invoice.
- Payments must be remitted to the account nominated on the invoice and include any payment reference specified by LGITSA.
- Attendance at an event does not remove the obligation to pay any invoice issued for registration, sponsorship, exhibition, advertising, accommodation or other event related services.

LGITSA reserves the right to withhold registration confirmation, refuse attendance, cancel registrations or decline future registrations where invoices remain unpaid after the due date.

LGITSA reserves the right to refuse, cancel or revoke a registration where:

- Registration details are incomplete or inaccurate.
- Payment is not received by the due date.
- An attendee breaches these Terms and Conditions.
- An attendee's conduct is inconsistent with the objectives, Constitution, policies, ethical standards or interests of LGITSA.

2. Sponsorships, Exhibitions and Advertising

Organisations purchasing sponsorship, exhibition, advertising or promotional packages agree to comply with these Terms and Conditions together with any requirements contained within the applicable LGITSA Sponsorship Prospectus, Sponsor Proposal, Exhibitor Manual, Sponsor Information Pack or other event documentation.

Submission of a sponsorship application, online registration, signed agreement, purchase order, acceptance email or payment of an invoice constitutes acceptance of:

- These Terms and Conditions.
- The applicable LGITSA Sponsorship Prospectus or Sponsor Proposal.
- Any sponsor, exhibitor, venue or event operational requirements issued by LGITSA or its event management provider.

Sponsorship, exhibition and advertising opportunities are subject to availability and are not confirmed until accepted by LGITSA and either paid in full or subject to approved invoicing arrangements.

Sponsors and exhibitors must:

- Conduct themselves in a professional manner consistent with the objectives, values, Constitution, policies and ethical standards of LGITSA.
- Ensure all promotional materials, displays, presentations and activities comply with applicable laws and regulations.
- Comply with venue requirements, work health and safety obligations, event procedures and reasonable directions provided by organisers.
- Ensure all representatives attending the event comply with these Terms and Conditions.

Sponsors and exhibitors must not represent that LGITSA endorses their products, services or organisation unless expressly approved in writing by LGITSA.

Use of the LGITSA name, logo or branding must be approved by LGITSA and comply with any branding requirements issued by LGITSA.

LGITSA reserves the right to refuse, modify or remove sponsorship materials, displays, signage, presentations, giveaways, promotional activities or exhibition content that is not consistent with the objectives of the event, the values of LGITSA, professional standards or applicable laws.

Sponsorship, exhibition and advertising fees are non-refundable.

Where an event is postponed, rescheduled, relocated or delivered in an alternative format, LGITSA will endeavour to provide equivalent sponsorship benefits, substitute benefits or transfer sponsorship entitlements to the replacement event. No refund will be payable where equivalent or substantially similar benefits are provided.

Sponsor and exhibitor invoices must be paid by the due date specified on the invoice and to the account nominated on the invoice. Failure to make payment may result in sponsorship benefits, exhibition space, speaking opportunities, promotional inclusions or advertising entitlements being withheld, cancelled or reassigned.

Exhibition and sponsor locations, floorplans, booth allocations, display locations, sponsorship activations and related event spaces are allocated at the sole discretion of LGITSA and the event organisers. While reasonable efforts will be made to accommodate sponsor preferences, LGITSA reserves the right to determine, modify or reallocate exhibition spaces and sponsorship locations at any time before or during the event where operational, safety, venue, logistical or event requirements make such changes necessary. No refund, compensation or reduction in sponsorship fees will be payable as a result of any such allocation or reallocation.

LGITSA does not guarantee delegate numbers, attendee engagement levels, lead generation outcomes, commercial outcomes, sales outcomes, return on investment or any specific sponsorship benefit beyond those expressly included within the applicable sponsorship package.

3. Event Changes, Cancellation and Refunds

LGITSA events are conducted on a cost recovery basis for the benefit of members and the local government sector.

LGITSA reserves the right to:

- Modify speakers, presenters, venues, dates, times, catering arrangements, event content or delivery format.
- Deliver events in person, online or in a hybrid format.
- Postpone, reschedule, relocate or modify events where circumstances require.

All published programs, schedules and event information are believed to be true and accurate at the time of publication. They are subject to change without notice, including changes to speakers, session content, venues, session order, and advertised start and finish times.

Where an event is postponed, rescheduled, relocated or delivered in an alternative format, LGITSA will endeavour to transfer registrations to the replacement event or revised arrangements.

Registration fees are non-refundable.

No refunds will be provided where:

- An attendee is unable to attend.
- Travel arrangements change.
- Employer approval is withdrawn.
- Personal circumstances prevent attendance.
- The event is postponed, rescheduled, relocated or delivered in an alternative format.
- Speakers, venues or program content change.

A substitute delegate from the same organisation may be nominated prior to the event by written request.

Requests for delegate substitutions must be submitted in writing to All Occasions Group (AOG).

Refunds for accommodation, travel, tours or services provided by third parties remain subject to the terms and conditions of the relevant supplier.

4. Code of Conduct and Constitution Compliance

All attendees, sponsors and exhibitors must behave in a professional, respectful and lawful manner.

By attending an LGITSA event, participants agree to:

- Comply with the LGITSA Constitution.
- Comply with LGITSA policies, procedures and ethical standards.
- Treat attendees, speakers, sponsors, exhibitors, volunteers, venue staff and organisers with courtesy and respect.
- Refrain from harassment, discrimination, bullying, intimidation, disruptive behaviour or conduct likely to bring LGITSA into disrepute.

LGITSA reserves the right to refuse admission, remove an attendee from an event, withdraw sponsor benefits or decline future registrations where behaviour is considered inappropriate, disruptive, unlawful or inconsistent with the values and objectives of LGITSA.

No refund will be payable in such circumstances.

5. Annual General Meeting

Where an event includes the LGITSA Annual General Meeting (AGM):

- The AGM is an official members only session conducted in accordance with the LGITSA Constitution.
- Non-members, sponsors, exhibitors, guests, observers and other attendees who are not entitled to participate must leave the meeting area when requested by the Chairperson or event organisers.
- Attendance at an event does not automatically confer LGITSA membership, voting rights or eligibility to participate in constitutional matters.
- Voting rights are governed solely by the LGITSA Constitution.
- Only eligible Ordinary Members and Life Members may vote.
- Members must be present at the meeting to vote.
- Proxy voting is not permitted.
- A maximum of five votes may be exercised per council.
- Election procedures, quorum requirements, voting arrangements and meeting conduct will be administered in accordance with the LGITSA Constitution.

6. Privacy

LGITSA, All Occasions Group (AOG) and associated event service providers collect and use personal information to administer events and communicate with delegates regarding current and future LGITSA activities.

Information collected may include:

- Name
- Organisation
- Position title
- Email address
- Telephone number
- Dietary requirements
- Accessibility requirements
- Registration details and event preferences

Relevant registration details may be incorporated into delegate lists, attendance records and event management systems.

These details may be made available to parties directly associated with the administration and delivery of the event, including:

- LGITSA
- All Occasions Group (AOG)
- Centium Software
- Event organising committees
- Venues
- Accommodation providers
- Catering providers
- Sponsors
- Exhibitors
- Technology providers
- Event suppliers and contractors

A delegate list may be provided to attendees and may include your name, organisation and position title.

Delegate information shared with sponsors and exhibitors will generally be limited to professional contact information and organisational details relevant to networking and event participation.

If you do not wish your details to be included in delegate lists or shared with sponsors and exhibitors, you may opt out during registration or notify the organisers in writing.

Personal information is managed in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

7. Data Processing Consent

We are committed to protecting the privacy of all personal data provided for event registration. The following information explains how your data is collected, processed, stored and shared.

Data Controller Contact
Centium Software
Alec Sonenthal
a.sonenthal@centiumsoftware.com

Data Protection Officer
All Occasions Group
Jackie Habis
jackie.habis@aomevents.com

Personal information is collected to:

- Process registrations.
- Manage attendance.
- Coordinate venue, accommodation and catering requirements.
- Facilitate networking opportunities.
- Communicate important event information.
- Deliver and improve LGITSA events and services.
- Meet legal and administrative obligations.
- Third Parties That May Access Information

Information may be shared where reasonably necessary with:

- Hotels
- Venues
- Suppliers
- Sponsors
- Exhibitors
- Event management providers
- Technology providers
- LGITSA
- Clients or organisations directly involved in delivering the event

Personal information may be retained for up to twelve (12) months following completion of the event, after which it will be securely deleted or de-identified unless a longer retention period is required by law.

By registering for the event, you consent to the collection, storage, processing and disclosure of your personal information as outlined above.

8. Intellectual Property

All presentations, papers, recordings, software demonstrations, training materials, conference proceedings and event content remain the property of their respective owners.

Delegates, sponsors and exhibitors must not reproduce, record, distribute, publish, share or commercially use event content without the prior written consent of the relevant copyright owner.

9. Conference Content and Disclaimer

LGITSA strives to provide high quality, relevant and accurate content through its conferences, events, workshops, webinars and other activities. However, information presented during an event may be provided by third-party speakers, sponsors, exhibitors, panellists, facilitators, delegates or other contributors.

Conference presentations, discussions, demonstrations, materials, publications, recordings and content are provided for general information and professional discussion purposes only and should not be relied upon as legal, financial, commercial, procurement, cyber security, governance, technical or other professional advice.

While reasonable efforts are made to ensure information is current and accurate at the time of presentation, LGITSA, AOG, sponsors, exhibitors, speakers, contributors and event partners make no representation or warranty regarding the accuracy, completeness, reliability, suitability or currency of any information provided during or in connection with the event.

Delegates, sponsors and exhibitors are responsible for independently evaluating and verifying information obtained through the event and obtaining their own professional advice before acting on any information or recommendations presented.

The views, opinions, recommendations and statements expressed by speakers, sponsors, exhibitors, delegates and other contributors are solely those of the individual or organisation presenting them and do not necessarily reflect the views, policies, positions or opinions of LGITSA, its Board, members, employees, contractors, event organisers, sponsors or partners.

References to products, services, vendors, technologies, suppliers or organisations do not constitute endorsement, recommendation or approval by LGITSA unless expressly stated in writing.

LGITSA accepts no responsibility for any decision, action, loss, cost, damage or liability arising from reliance on information presented, discussed, demonstrated or distributed during an event.

10. Photography and Recording

By attending an LGITSA event, you acknowledge and consent to photographs, audio recordings and video recordings being taken during the event.

These materials may be used by LGITSA, AOG and authorised event partners for:

- Promotional activities
- Marketing and advertising
- Social media
- Publications
- Annual reports
- Event reporting
- Educational purposes
- Future event promotion

Attendees who do not wish to appear in photographs or recordings should notify event organisers prior to the event.

Australian Signals Directorate update: Photography, video recording, audio recording, screen capture and any other form of recording are strictly prohibited during this session. Attendees must not capture, reproduce or distribute any part of the presentation or associated materials and must comply with all directions issued by the presenter and event organisers.

11. Force Majeure

LGITSA and AOG shall not be liable for any delay, cancellation, modification or failure to perform obligations where caused by circumstances beyond their reasonable control, including natural disasters, extreme weather events, pandemics, industrial action, venue closure, utility failures, acts of government, civil disturbance, terrorism or other force majeure events.

12. Liability

To the maximum extent permitted by law, LGITSA, AOG, their officers, board members, employees, volunteers, contractors and representatives are not liable for any loss, injury, property damage, expense, delay, disruption or consequential loss arising from attendance at or participation in an event.

This includes circumstances arising from:

- Event cancellation
- Event postponement
- Venue changes
- Speaker changes
- Travel disruptions
- Force majeure events
- Technical failures
- Government mandate or other restriction
- Circumstances beyond the reasonable control of LGITSA or AOG

Delegates remain responsible for their own:

- Travel arrangements
- Accommodation bookings
- Travel insurance
- Medical insurance
- Personal property
- Cancellation and disruption costs

Nothing in these Terms and Conditions excludes any rights or remedies available under Australian Consumer Law.

13. Discounted and Complimentary Registrations

LGITSA may, at its sole discretion, offer discounted, complimentary, sponsor-included, speaker, volunteer, board member, award nominee, invitation-only or other promotional registrations.

Such registrations:

- Are subject to these Terms and Conditions.
- Have no cash value.
- Cannot be redeemed, exchanged or converted to cash, credit or any other benefit.
- May not be transferred without the prior written approval of LGITSA.
- May be withdrawn, amended or cancelled by LGITSA at any time prior to the event.
- Do not create any ongoing entitlement to future discounts, complimentary registrations, sponsorship benefits or preferential treatment.
- Are subject to availability and may be limited, restricted or withdrawn at LGITSA's discretion.

Where a complimentary registration is included as part of a sponsorship, exhibition, board, speaker or other event package, the complimentary registration remains subject to the conditions of that package and may be cancelled if the underlying entitlement is withdrawn, cancelled or otherwise affected.

No refund, credit, compensation or replacement benefit will be payable in relation to discounted or complimentary registrations except where required by law.

14. Governing Law

These Terms and Conditions are governed by the laws of South Australia.

Any dispute arising from or in connection with these Terms and Conditions, an event, sponsorship, exhibition, registration or related activity shall be subject to the jurisdiction of the courts of South Australia.

15. Further Information

For additional information about an LGITSA event, registration, payment, sponsorship, exhibition arrangements, accessibility or these Terms and Conditions, please contact LGITSA or All Occasions Group (AOG) using the contact details published on the relevant event website, registration page or event communications.

16. Registration Declaration

- ☐ I have read and agree to the LGITSA Event Terms and Conditions.
- ☐ I consent to the collection, storage and processing of my personal information as outlined in the Privacy and Data Processing sections.
- ☐ I wish to opt out of inclusion in delegate lists and the sharing of my professional details with sponsors and exhibitors.

☐ Where I am registering as, or on behalf of, a sponsor or exhibitor, I acknowledge that I have read and agree to the applicable LGITSA Sponsorship Prospectus, Sponsor Proposal and these Terms and Conditions.

17. Contact Information

LGITSA President

P: 08 8391 7276

E: president@lgitsa.com.au

All Occasions Group

Jackie Habis

jackie.habis@aomevents.com