

REGISTRATION TERMS AND CONDITIONS

Registration/Payment Conditions

Registration

- Early bird registrations will be accepted until 6 May 2025, midnight AEST.
    - Should your registration remain unpaid until 13 May 2025, registrations will be updated to the standard rate.
    - Extension to early bird registration may occur, refer to the congress website if extensions are available and new dates then apply.

- As of 7 May 2025, standard rate applies for every new registration.

- Standard rate will be accepted until 3 August 2025, midnight AEST.
    - Should your registration remain unpaid until 10 August 2025, registrations will be updated to the late rate.

- As of 4 August 2025, late rate applies for every new registration.
    - Should your registration remain unpaid, access will not be granted to the congress.

Payment Conditions

- All payments are to be made in USD. Please indicate the participant's name and "APLAR" on all payments.

- Payment is due on receipt of invoice. If payment is not provided on time, your registration may be cancelled.

- Any associated bank fees incurred shall be covered by the participant.

- Full payment of all items will be requested when registering (by credit card or by bank transfer).

- From 3 August 2025, only credit card payments will be accepted.

As a global company with our headquarters in Geneva, our merchant facility is located in Switzerland. In the unlikely event when an additional fee is charged, either as a result of an international transaction fee or a charge made by your bank, we will arrange the necessary refund of that fee. Please contact the registration team at info@aplarcongress.com to make these arrangements.

Methods of Payments

- Credit card: Only MasterCard and Visa are accepted.
    - Please note that a 3.1% of payment processing fee will be applied.



- Bank transfer – please make your payment to:

  EFT Payments Bank: National Australia Bank
  Account Name: MCI Australia Pty Ltd
  Account Number: MCIAUUSD01
  SWIFT Code: NATAAU3303M

Any bank fees associated with the transfer are the responsibility of the customer.

Registration Modifications/ Cancellation Conditions

Cancellation Conditions

- All delegates cancellations must be received in writing sent to MCI Australia via info@aplarcongress.com

- For cancellations received on or before 11:59PM AEST, 2 May 2025 will be refunded in full, less 25% cancellation fee to cover administration costs.

- No registration refunds will be made after this date.

- Refunds will be processed only after the event according to your payment methods.

Name Badge Policy

- To make any changes to a badge, the original participant must provide written permission and full contact details of the substitution.

- If a badge is lost or forgotten onsite, a reprint can be requested for an administrative fee of USD $80 after identity verification.

Modification Policy

- Any registration modification requests must be received in writing sent to MCI Australia at info@aplarcongress.com

- Please note that discount codes are not applicable to existing or paid registrations. Refunds will not be issued for discounts that were not applied at the time of registration.

Transfer of Registration

- As an alternative to cancellation, your registration may be transferred to another member within your organisation. Registration transfer requests must be sent in writing to MCI Australia at info@aplarcongress.com

Postponed Event Policy



In the event the Congress is postponed, existing paid registrations will automatically be transferred to the new Congress dates. For existing paid registrations, you will receive communication confirming the successful transfer of your registration. If you do not wish to proceed, notification in writing will be required no more than 30 days from the announcement date to receive a 100% refund. After this date, the standard cancellation policy will be applied.

Social Functions

- The APLAR 2025 Congress reserves the right to cancel or vary social functions if minimum numbers are not reached.

- Due to commitments to catering, we cannot refund social functions and any additional ticket cancellations less than 60 days prior to the Congress.

Cancelled Event Policy

- 100% refund is applicable in the event of Congress cancellation (excluding fees and bank charges).

Travel and Accommodation

Accommodation cancellation

- Please refer to the hotel's individual cancellation policy to ensure you are aware of cancellation penalties that may be applicable at your chosen hotel.

- Accommodation cannot be confirmed without a valid credit card.

- Please refer to the hotel's individual payment policy as this may vary for when payment is due.

- Cancellations in whole or part may incur a penalty at the hotel's discretion.

Closure of a hotel

- If hotels promoted by APLAR close prior to the Congress, MCI Australia (event organisers) will assist to seek any pre-payment made by a delegate direct to the hotel and offer alternative options to the delegate.
- As the contract is directly between the hotel and the delegate, no guarantee can be provided by MCI for any compensation and MCI will not be financially liable for any financial loss.

- When booking a hotel, be aware of the terms and conditions of the hotel you are entering into an agreement with.

Insurance and liability

It is recommended that participants obtain adequate coverage for travel, health, and accident insurance before they depart for the congress. MCI Australia and any congress hotels cannot accept responsibility for personal injuries, or loss of, or



damage to, private property belonging to the congress participants and accompanying persons.

Privacy and data collection

Data privacy policy

- For further information on how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy: https://www.mci-group.com/privacy-statement.

Privacy statement

- The provided name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email info@aplarcongress.com.

- In addition, your name, organisation, and country/state of origin may be published on the delegate list which may be provided to delegates, exhibitors, and sponsors at the congress. If you do not wish your details to be included in this list, please email info@aplarcongress.com.

Email communication

- By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type.

- If you do not wish your details to be used for any of the above purposes, please email info@aplarcongress.com.

General Terms and Conditions

Release and waiver of liability

- APLAR, the hotels and MCI Australia are not responsible for either the partial or total non-execution of the contract in the event of technology fault, accident, natural disaster (either threatened or actual), in war, curtailment or interruption of transportation facilities, threats or acts of terrorism, governmental travel or terrorism advisory, strikes, lock out, civil disturbance, the issue of a travel warning by the World Health Organisation or any other cause beyond the parties' control which prevents access to the platform for the event, or if for the same reasons the event is cancelled by MCI Australia.

- The organisers may at their entire discretion repay the delegate fee paid by the participant, or part thereof, but shall be under no obligation to repay the whole or part of such delegate fee, and shall be under no liability to the participant in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or



suffered or incurred by the participant, as the result of the happening of any such event.

Force Majeure

APLAR, the hotels, and MCI Australia are not responsible for either the partial or total non-execution of the contract in the event of technology failure, accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organisation or any other cause comparable events or disaster beyond the parties' control which prevents the platform from accommodating the clients of MCI Australia for the event or if for the same reasons the event is cancelled by MCI Australia.

Photography / videography disclosure

As a registered participant, you agree to grant permission for APLAR and MCI Australia to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration; to authorise APLAR and MCI Australia to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of APLAR programs or for any other lawful purpose; to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears; that these materials will become the property of APLAR and MCI Australia.

Acceptable attendee behaviour

- APLAR aims to create a professional and respectful environment for all attendees. Therefore, it is expected that all delegates behave in a professional and respectful manner towards other attendees, presenters, and organisers.

- This includes communicating in a respectful and appropriate manner, complying with event rules and regulations, respecting intellectual property, avoiding disruptive behaviour, and respecting confidentiality. Any delegate who violates these expectations may be asked to leave the event without refund.