

TERMS AND CONDITIONS REGISTRATION

Please read these Terms and Conditions carefully as they apply to your registration and participation in the National Community Legal Centres Conference 2023 (**National Conference 2023**) hosted by the National Association of Community Legal Centres trading as Community Legal Centres Australia (**CLCs Australia**).

By attending, speaking at, exhibiting at, or sponsoring the National Conference 2023 you agree to be bound by the Terms and Conditions set out below. As a condition of attendance, delegates must agree to adhere to all Covid-safe measures put in place at the National Conference 2023 by the venue, and all federal or state guidelines and you acknowledge that these measures may be changed at any time in accordance with the latest health advice from state and federal governments.

These Terms and Conditions may be updated from time to time and notice will be provided to those who have registered.

PAYMENT OF REGISTRATION

The payment of the registration is made either by credit card or by bank deposit at the time of registration.

After 28 February 2023 midnight AEDT, only payment made by credit card will be accepted.

A registration is considered complete when the Conference Organiser receives full payment for the National Conference 2023.

The Australian goods and services tax (GST) at 10% is applicable to all goods and services offered at the National Conference 2023. All registration fees listed include GST.

DISCOUNTED REGISTRATION FEES

Early Bird registration fees

To qualify for early bird registration, registration fees must be paid in full by 31 January 2023.

If registration fees have not been received by 31 January 2023, the registration will revert to the standard Conference registration fee.

Registration fees are based on date of payment receipt, not the date of receipt of the completed registration form.

Day Registration

Delegates can only purchase ONE day registration. If more than one day registration is required, then a FULL registration must be purchased. An individual cannot purchase two single day registrations.

Student Registration

The Student Rate applies to those who are a student at the time of registration or have a student card valid in 2023. Students are those studying in an undergraduate program. A valid document, i.e., student card or letters issued by the school/university/institution must accompany the student registration.

LATE REGISTRATION

The Conference Organiser cannot guarantee the availability of collateral or social function tickets such as the Welcome Reception and/or the Conference Dinner to delegates who register late (inside four weeks before the National Conference 2023 starts) as there is a risk that social program functions may be fully subscribed.

TRANSFER OF REGISTRATION

All fully paid registrations are transferable to other persons from the same organisation.

Transfers can be made by the registered person in writing to the Conference Organiser at clca@thinkbusinessevents.com.au no later than 1 March 2023. Details must include the full name of the replacement person/s, their title, contact phone number and email address. All other registration details will be carried over to the new person/s unless otherwise specified.

Transfer of registrations to other persons will include the registration, all associated social event tickets (including additional purchases).

Should the new delegate not require an item previously booked by the original delegate, the cancellation and refund policy for the item cancelled will apply (see below).

Registrations are individual and cannot be shared amongst individuals. Delegates are not permitted to share their conference registration with other people (i.e., attend only part of the day and pass their ticket on to a colleague for the remainder of the day).

NON-ATTENDANCE/NO-SHOWS

No refund will be made for non-attendance at the National Conference 2023 or social events or masterclasses.

CANCELLATION OF THE REGISTRATION BY THE DELEGATE

All cancellations must be made in writing to the Conference Organiser at clca@thinkbusinessevents.com.au.

Delegates are entitled to a refund if the cancellation is received on or before 5:00 pm AEDT, 20 February 2023. Each cancellation incurs a 20% administrative fee based on the original fee paid.

Delegates are not entitled to a refund of the registration fees if the cancellation is received after 5:00 pm AEDT, 20 February 2023.

Part cancellation: It is possible for delegates to cancel part of their registration package (e.g. additional social event tickets or masterclass):

Delegates are entitled to be refunded the fee that is applicable to the cancelled part of the package, if the cancellation is received on or before 5:00 pm AEDT, 20 February 2023. However, the part cancellation will incur a 20% administration fee based on the original fee paid.

Delegates are not entitled to any refund of the registration fee if the part cancellation is received after 5:00 pm AEDT, 20 February 2023.

Final date to claim a refund: To claim applicable refunds for cancellations, part cancellations or alterations (i.e., from a full registration to a day registration), please email clca@thinkbusinessevents.com.au on or before 20 February 2023. No refunds (in part or in full) will be accepted after this date, but delegates may choose to transfer their registration to another person within their organisation if permitted under these Terms and Conditions, up to 1 March 2023. Contact the Conference Organiser at clca@thinkbusinessevents.com.au to discuss.

Processing time for refunds: Refunds (less applicable administrative fees) will be processed no later than 30 days after the conclusion of the National Conference 2023.

If an application for a visa to enter Australia is unsuccessful, the above cancellation terms apply.

CANCELLATION, POSTPONEMENT OR CHANGE OF REGISTRATION OF THE CONFERENCE BY CLCS AUSTRALIA OR THE CONFERENCE ORGANISER

It may be necessary for reasons beyond the control of CLCs Australia or the Conference Organiser to alter the times, dates, itineraries of or speakers at the National Conference 2023 or postpone the National Conference 2023 itself, by notice to delegates at any time.

In the event of postponement of the Conference, where the delegate is willing to attend the rescheduled event, the Conference Organiser will transfer the registration and guarantee the same conditions and registration entitlements at the rescheduled event.

Where the delegate does not wish to attend the rescheduled event, a full refund will be provided.

PRIVACY STATEMENT

CLCs Australia and the Conference Organiser are required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia). CLCs Australia and the Conference Organiser reserve the right to modify or amend this privacy and copyright statement at any time, provided that those modifications or amendments comply with applicable laws.

USE OF PERSONAL INFORMATION

The Conference Organiser will collect and store information provided in this Registration Form for the purposes of enabling them to:

- register attendance at the National Conference 2023;
- assist with administrative and planning purposes;
- plan and develop the National Conference 2023 and other events in the future;
- facilitate delegate requirements in relation to the National Conference 2023; and
- allow the compilation and analysis of statistics relevant to the National Conference 2023.

The information provided in the Registration Form and information provided at any other time during the Conference, including without limitation any feedback obtained during the Conference, will be used by the Conference Organiser and CLCs Australia to offer, provide, and continue to improve future events and other services.

CONFERENCE APP

All registered delegates' name, position and organisation will be uploaded to the National Conference 2023 app.

Delegates will receive their National Conference 2023 login details direct from the National Conference 2023 app. Delegates are responsible for the setup of their own delegate profile for interaction with other delegates, sponsors and exhibitors.

Registered delegates will be able to set their privacy preferences when they log into the National Conference 2023 app.

DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

The Conference Organiser will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the National Conference 2023 or where such purpose is permitted or required by law.

The Conference Organiser will share delegate information with CLCs Australia.

INTELLECTUAL PROPERTY USE

By registering for the National Conference 2023, all delegates grant permission to CLCs Australia, the hosts and its agents, to take photographs and video footage at the National Conference 2023 to reproduce and to distribute on social media, promotional materials and other sector publications, whether in print, electronic or other media, including CLCs Australia's website. By participating in the National Conference 2023, you permit CLCs Australia to use, reproduce and distribute photographs/screen shots taken of you for such purposes and waive your legal rights to pursue any cause of action against CLCs Australia related to such photographs or publications.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by CLCs Australia. Delegates agree that they are not entitled to remuneration, residuals, royalties, or any other payment from CLCs Australia in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, CLCs Australia and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of any anything contained in the photographs or video.

If you have any concerns regarding the use of photographs/screen shots taken of you during the Conference and / or you do not agree to the above image release please contact the Conference Organiser at clca@thinkbusinessevents.com.au before 20 February 2023 or see the registration desk during the National Conference 2023 event.

INSURANCE

Registration fees do not include insurance of any kind. It is strongly recommended that delegates take out insurance at the time of registration to include any eventuality including but not limited to loss of fees through cancellation of the delegate's participation in the National Conference 2023 or through cancellation of the National Conference 2023, loss of airfares through cancellation for any reason including airline or related services, strikes, loss or damages to personal property, force majeure or any other reason.

LIABILITY

Delegates attend the National Conference 2023 at their own risk.

Delegates agree not to hold CLCs Australia, or the Conference Organiser liable for any losses, damages, expenses, costs, claims or liabilities suffered or incurred by delegates including consequential or indirect losses or loss of profit through registering for the National Conference 2023, attending the National Conference 2023 cancellation or postponement of the National Conference 2023, failure of the National Conference 2023 to achieve your expectations, or for any error or omission by CLCs Australia or the Conference Organiser.

Delegates agree not to hold CLCs Australia or the Conference Organiser liable or responsible for any personal injury (i.e., physical, psychological or emotional stress) or any loss or damage to personal property.

National Conference 2023 proposals and other speaker materials express the views of the relevant speaker(s) or author(s) alone. They do not necessarily represent the views of CLCs Australia or the Conference Advisory Group. Conference materials should not be construed as a legal opinion or professional advice. CLCs Australia cannot accept liability for advice given, or views expressed, by any speaker at the National Conference 2023 or in any material provided to the Delegates.