

## REGISTRATION TERMS AND CONDITIONS

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### **Member registrations**

You must be a current ALIA member before registering to register at the member rate. Contact our membership team at membership (@) alia.org.au for more details on becoming an ALIA member or to check your current membership details.

ALIA Institutional members in categories C1 to C3 are eligible to register one delegate at the member rate and C4 and above may register up to three delegates at the member rate.

### **Early bird registrations**

Early bird registrations open 4 October 2021 and close 3 December 2021. Early bird registrations must be paid in full prior to the close of the early bird registration period for the discounted rate to apply (3 December 2021). If you are paying by invoice, please ensure that the payment is processed during this period or your registration amount will automatically increase to the standard rate.

### **Standard registrations**

Standard registrations open 4 December 2021.

Credit card payment will be the only payment method accepted four weeks prior to the start of the conference.

Registrations close on 27 April 2022. Any registration received after this day may incur a late processing fee and will be accepted at our discretion and according to event availability. All registrations must be paid in full prior to the start of the conference.

### **Concession registrations**

Concession registrations are available to full time students and retirees.

### **Day registrations**

Day registrations are only available for single day registrations. If you plan to attend more than one day you will need to purchase a full conference registration. Day registrations only include Welcome Reception and Farewell Reception tickets if the day registration is purchased for the days those events are held on.

### **Speaker registrations**

Conference speakers are entitled to register at the discounted speaker's rate. You must register prior to 27 April 2022 to take advantage of this rate.

### **Shared registrations**

ALIA does not process or facilitate shared registrations.

### **Disclaimer of liability**

ALIA will not accept any liability for damages or any nature sustained by participants of their accompanying persons or loss of or damage to their personal property as a result of the conference or related events.

## **Insurance**

ALIA confirms that the delegate registration fees do not in any way include insurance cover. It is recommended that you consider your individual travel and health insurance requirements prior to making travel arrangements.

## **Privacy**

ALIA complies with the National Privacy Principles set out in the Commonwealth Act 1988 and reaffirmed in the Privacy Act (Private Sector) Amendment Act 2000 which came into effect in law in December 2001.

Unless required by law the Association will not disclose personal information about an individual unless the individual has provided consent, either at the time of providing the information or following a specific request.

In registering for this conference, your relevant details will be included on a delegate list which will be distributed to all delegates, sponsors and exhibitors and conference organisers. Please advise us during the registration process if you do not consent for your details to be included on the delegate list.

## **Media and photography**

Media passes may be available for this conference. Media passes are restricted to publishers, editors, journalists, photographers, and broadcasters associated with the LIS industry. Media attendees will be required to pre-register by contacting the ALIA Events Team at [events \(@\) alia.org.au](mailto:events@alia.org.au) and may be required to produce accreditation.

In registering for this conference you accept that various events at the conference and satellite events may be photographed, video or audio recorded and that this content may be used by ALIA at its discretion on website, social media, newsletters or other promotional material.

## **Payment**

All amounts are in Australian dollars and are inclusive for Goods and Services Tax (GST) of 10%.

Payment may be made by credit card (Visa or Mastercard) or EFT. Credit card payment will be the only payment method accepted four weeks prior to the start of the conference.

All registrations must be paid in full prior to the start of the conference.

## **Cancellation and amendments**

Requests for cancellations to your registration must be submitted in writing to ALIA.

By email: [events@alia.org.au](mailto:events@alia.org.au)

Cancellations received by **27 April 2022** will receive a refund less 20% of your total registration charge. No refunds will be given after **27 April 2022**.

Registrations can be transferred to other individuals at no cost (in the same registration category) prior to the start of the conference.