



## TERMS AND CONDITIONS

*In registering to attend this event, the delegate acknowledges and agrees to the terms and conditions as outlined below.*

### Privacy Policy:

*The conference host, CAUDIT, and Anagram Events will use the information collected solely for the following purpose for which it was collected, namely:*

- *Registration for the Software Licensing and Asset Management Conference (SLAM) 2018*
- *Invoicing of Software Licensing and Asset Management Conference 2018 registration fees*
- *Communication of successful event registration and event updates*
- *Notification of special dietary requests to the event caterers*
- *Advising details to an accommodation provider for the purpose of securing room bookings*
- *Advising attendees of future relevant events*

### Cancellation and Refunds:

*Where a registered delegate can no longer attend, another representative from the same institution may take their place. In this instance, a \$10 (ex GST) change of name administration fee may be charged.*

*Should no replacement be found, the following will apply:*

- *Prior to Monday 13 August 2018 - Registrations fee will be refunded, less a \$20 (ex GST) administration fee*
- *From Monday 13 August 2018 - cancellations after this date may be refunded, less a \$20 (ex GST) administration fee; and less the cost of any non-refundable expenses incurred in relation to the event registration.*
- *After Wednesday 5 September 2018 – refunds will generally not be available after this date*

*Refunds or credits will not be given for failure to attend, late arrival or early departure.*

*All refund and name change requests MUST be in writing to [uslc@anagramevents.com.au](mailto:uslc@anagramevents.com.au) and received by the organisers prior to **Wednesday, 5 September 2018**. All refund requests will be processed after the conclusion of the conference.*

## **Force Majeure:**

*The organisers shall not be liable to refund of fees or for any other penalty should the event be cancelled due to inclement weather, war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance, or any other cause beyond their control.*

## **Insurance:**

*Registration fees do not include insurance of any kind. It is strongly recommended that participants take out their own general travel insurance. It is suggested that the insurance policy should cover loss of fees/deposit, airfares, accommodation charges, medical expenses, loss or damage to personal property and repatriation expenses. The organisers do not take responsibility for any delegate failing to insure.*

## **Accommodation:**

*Where accommodation has been booked during the registration process, the following terms and conditions apply:*

- *Accommodation costs must be paid in full at time of registration, unless other arrangements are made with the organizer*
- *Cancellation of your booking after 12 August 2018, may result in a cancellation fee equal to 100% of your stay, at the Hotel's discretion.*