

## Registration Terms and Conditions

### Westmead Research and Innovation Conference (Event)

#### 1. Event Terms

By registering to attend this event hosted or supported by Westmead Research Hub (**Organiser**), or agreeing to an invitation to attend, you agree that these Terms & Conditions govern your and your guests' registration and participation at the Event. All references to "you" in these Terms & Conditions means the registrant listed in the registration form.

#### 2. Payment

You must pay the full registration fee upon registration. All payments must be made in Australian dollars (AUD) and are inclusive of GST. If you are eligible for an early-bird discount, you must pay by the specific 'cut-off' date, or you will pay the standard fee. The Organiser reserves the right to refuse attendance to individuals who have not paid in full for their registration.

#### 3. Cancellation and Refund Policy

You may cancel your registration by emailing the Organiser at [info@wrh.org.au](mailto:info@wrh.org.au). If you do not receive an acknowledgement by email within 5 business days, please contact us on +61 2 8865 2933.

Cancellations made 21 days or more in advance of the Event date, will receive a 100% refund. Cancellations made within 15 – 20 days will incur a 20% fee. Cancellations made within 14 days of the event will not be eligible for a refund.

Cancellation of online component: Cancellations made 10 days or more in advance of the Event date, will receive a 100% refund. Cancellations made within 3 - 9 days will incur a 20% fee. Cancellations made within 48 hours of the event will incur a 30% fee.

#### 4. Cancellation or Postponement of the Event

The Organiser can cancel or postpone the Event for any reason, and you will be notified by email of these changes.

If the Event is cancelled, your registration fee will be refunded. Any liability is limited to the registration fees paid by you.

If the Event is postponed, the Organiser will retain your paid registration fees and apply them to the postponed event. If you do not wish to attend the Event as postponed, you must notify the Organiser by email within 7 days of the notice of postponement, or before the commencement of the Event (whichever is earlier) and the Organiser will refund your fees paid to date. If you do not notify the Organiser by the required time, you will be deemed to have accepted the postponement. The Organiser shall not be liable for any expenses, damage or loss incurred by you due to postponement of the event.

#### 5. Other Event changes

The Organiser reserves the right to make alternatives to the Event program as published, either before or during the Event. Notice of substantial changes will be published on the Event website, and you are responsible for checking such notifications before the Event.

**6. Travel and Accommodation**

You are responsible for any travel or accommodation arrangements and costs incurred, unless otherwise agreed in writing with the Organiser.

**7. Virtual Participation**

If you participate via the online/virtual component of the Event, you are responsible for your own technology and internet connectivity. The Organiser shall not be liable for any technical issues you may experience.

**8. Photography and Videography**

You acknowledge and consent that the Organiser may take photos or audio/visual recordings of you during your attendance at the Event, which the Organiser may distribute or publish at its discretion without further reference or compensation to you. Your image may also be archived with the Organiser and used by the Organiser for the promotion of future events. You release and discharge the Organiser, its staff, and its agents from any and all loss, damage, expense or claims that you may suffer or incur by reason of anything contained in the photographs or recordings involving you. Should you not agree to the above image release, you must advise the Organiser in writing prior to the Event.

**9. Privacy**

You consent to the Organiser collecting and storing your personal information, including all of the information contained in the registration form, for the purposes of (a) administering and managing the Event, including updating your record in the Organiser's database; (b) distributing your information to other Event suppliers engaged by the Organiser in the conduct of the Event (e.g. catering services, sponsors and exhibitors) and (c) to promote future activities arranged by the Organiser. Except for the purposes described here, the Organiser will not disclose your personal data to any other third party without your consent except where required to do so by law.

You may withhold consent for disclosure of your personal information to third parties by notifying [info@wrh.org.au](mailto:info@wrh.org.au). You may update your subscription preferences at any time by emailing [info@wrh.org.au](mailto:info@wrh.org.au).

You have the right to access and correct any personal information relating to you which is held by the Organiser.

The supply of your personal information is voluntary, however, if you do not provide it to the Organiser, you may not be able to register for and participate in the Event.

The Organiser values the privacy of individuals and is committed to the protection of your personal data. All personal information collected will be handled in accordance with applicable privacy laws.

**10. Registration Transfer**

You may transfer your registration to another person if that person agrees to these terms and you have notified the Organiser. There are no refunds for any registrations that are transferred.

11. **Governing Law:** These terms are governed by the laws of New South Wales, Australia.
  
12. **Waiver of liability.** To the extent permitted by law, the Organiser accepts no liability to any persons or body for any loss, damage, expense, injury or other claim in relation to your attendance at the Event, except where any such loss, damage, expense, injury or other claim is caused by the Organiser's gross negligence or wilful misconduct. The Organiser's maximum aggregate liability to you arising out of or in relation to the Event shall in no circumstances exceed the amount of the Event participation fee.