



## TERMS AND CONDITIONS

To qualify for early bird registration, registration fees must be paid in full by 20 December 2021. Registration fees received after this date will revert back to the standard Congress applicable rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

After 4 February 2022 midnight AEST, only payment made by credit card will be accepted.

The overwhelming importance of the Congress Committee is the health and safety of our delegates, sponsors and exhibitors, your communities and our industry. In the event of travel bans, border closures, restrictions on large gatherings, or other impacts due to Covid-19 pandemic or other conditions, the Congress will move from a hybrid event to a virtual Congress. By registering to attend, you accept that the date of the Congress may change under these conditions.

If moved to virtual only, the Congress Office will refund the difference in registration fee between in-person and virtual rates. In the case that the delegate does not wish to attend the Congress virtually, no full refunds will be given, only the difference in the fee will be refunded.

As a condition of attendance, in-person delegates must agree to adhere to all Covid-safe measures put in place by The Royal Australian and New Zealand College of Ophthalmologists 52nd Annual Scientific Congress, the venue or state and acknowledge that these procedures may be changed at any time in accordance with the latest health advice from the Australian Government.

### **CANCELLATION CONDITIONS**

Change from a full registration to virtual registration component may be done at any time up to 4 February 2022. The difference between full registration and virtual registration cost will be refunded if advised via email by 4 February 2022.

Cancellations received in writing at the Congress Office by 31 January 2022 will be accepted and all fees refunded less an administrative fee of AUD \$100. Cancellations received after this date cannot be accepted and will not be refunded (in part or full).

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

Transfer of registration: Transfer of your registration to another person within your organisation is acceptable. The full name and details of the person that will replace you must be advised in writing to the Congress Office prior to the Congress.

Non-attendance: No refunds will be made for non-attendance at the Congress.

### **Cancellation of the Congress by The Royal Australian and New Zealand College of Ophthalmologists 52nd Annual Scientific Congress (RANZCO) or Think Business Events**

It may be necessary for reasons beyond the control of RANZCO or Think Business Events to alter the times, dates, itineraries or speakers of the Congress by notice to you at any time. In the unlikely event of cancellation of the Congress, the maximum liability of RANZCO is the full amount of the refund of the Congress registration fee and its associated components of attendance with no additional liability for travel costs, hotel costs, or any other costs or expenses whatsoever.

In the unlikely event of cancellation or postponement of the Congress due to circumstances beyond RANZCO or Think Business Events reasonable control including but not limited to, acts of terrorism, war, acts of God and natural disaster or global health crisis RANZCO or Think Business Events cannot be held responsible for any cost, damage or expense which may be incurred by registrants as a consequence of the event being postponed or cancelled.

Member registration fees:

Applies to members of RANZCO at the time of registration. Your membership status will be verified by RANZCO.

Processing time for bank refunds: Refunds (less applicable administrative fees) if applicable will be processed no later than 30 days of the conclusion of the Congress. After this date if no bank details have been received by the Congress the refund will be forfeited.

### **Late Registration**

The Congress organisers cannot guarantee that collateral, such as satchels, will be available to late registering delegates (inside one month before the Congress). In addition, there is a risk that social program functions may be fully subscribed.

### **PRIVACY STATEMENT**

The Royal Australian and New Zealand College of Ophthalmologists 52nd Annual Scientific Congress (RANZCO) is required to comply with the requirements of the Privacy Act 2488 (Cth) (Australia). RANZCO reserves 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 Congress will collect and store information you provide in this Registration Form for the purposes of enabling us to:

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

The information that you provide in the Registration Form and information provided at any other time during the Congress, including without limitation any feedback obtained during the Congress, will be used by the Congress to offer, provide and continue to improve its Congress and other services.

### **VIRTUAL PLATFORM**

All registered attendees' name, position, organisation, and email address will be uploaded to the virtual platform.

Attendees will receive Congress login details direct from the platform. Attendees are responsible for the setup of their own attendee profile on the virtual platform for interaction with other attendees, sponsors and exhibitors (if applicable).

Attendees are also responsible for any technical requirements to enable you to use the link to the platform provided by Congress name and to participate in the Congress via the Platform.

Attendees can update the profile and privacy settings at any time.

### **CONGRESS DELEGATE LIST**

The Congress may publish a Delegate list. The Delegate list will also be available on display through the Congress Virtual Platform. The Delegate List will contain delegate's name, organisation and location (state or country) only. Registrants may withhold consent for inclusion of their details on the Virtual Platform and list by notifying the Congress Office in writing by 31 January 2022. Otherwise your name, affiliation and location (state or country) only will be included in the Virtual Platform and on the displayed list.

### **DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES**

The Congress may disclose some of the information that is collected in the Registration Form such as your name, organisation and its location and your email address to Congress sponsors and exhibitors for marketing purposes. The Congress 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 Congress or where such purpose is permitted or required by law.

Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors during the registration process or by notifying the Congress Office in writing by 31 January 2022.

By registering for this Congress, all registrants grant permission to RANZCO, the association and its agents, to take photographs at the Congress to reproduce and to distribute in association educational, news or promotional materials and other association publications, whether in print, electronic or other media, including the Congress website. By participating in the Congress you permit the association to use, reproduce and distribute photographs taken of you for such purposes and waive your legal rights to pursue any cause of action against the RANZCO related to such photographs. If you have any concerns regarding the use of photographs taken of you during the Congress, please see the registration desk during the Congress or contact the Congress Office [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) before 31 January 2022.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for RANZCO. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from RANZCO in respect of their image/likeness or its use. Attendees release, discharge, and hold harmless, RANZCO 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. Should an attendee not agree to the above image release, they must advise the Congress Office.