

TERMS AND CONDITIONS

(Effective 1st July 2022)

Accommodation

Accommodation arrangements are at the responsibility of the delegate and RBGV has no liability in relation to accommodation arrangements. Please refer to the individual accommodation provider policies.

Registration Fees

Cancellation of a registration must be advised via email to 17thABGC@rbg.vic.gov.au. Verbal changes or cancellations cannot be accepted. Should you decide to cancel your registration, refunds will apply less 15% of the full registration fee.

No refund is available after **26th September 2022**; however, an alternative delegate name may be provided by email and the booking and funds will be allocated accordingly.

Refunds will be returned by the same payment method as the original receipt of funds.

Please note no refund or discount will be made if a function or event inclusive within the registration fee is not taken up, or if you subsequently cancel your participation in that function or event.

Optional event tickets for the Thursday Evening Lakeside will not be refunded after the **26th September 2022**; however, an alternative delegate name may be provided by email and the booking and funds will be allocated accordingly.

In the case of extenuating circumstances, a refund outside of these terms and conditions may be considered by, and at the discretion of the RBGV Conference Committee (the Committee) upon application.

Special Requirements

As an individual it is your responsibility to notify us upon registration or before the conference commencement of any special requirements; food allergies, dietary requirements, medical concerns, mobility requirements and any other special requirements that we may need to be aware of.

Conference Cancellation

The Committee may cancel or postpone the Conference, its speakers, or itinerary, due to circumstances beyond its reasonable control, including but not limited to Acts of God, terrorism, war, strikes or industrial action, fire, explosion, inevitable accident, breakdown of property, changes in law, or pandemics or global health crises. Due to the nature of the event, it may be reasonable to change the location of the Conference. No virtual conference alternatives will be available.

In the event of a full cancellation of the Conference by the Committee, you will be entitled to a refund of the amount of the Conference registration fee received, less 15% of the full registration fee.

The maximum liability of the Committee under these Terms and Conditions is limited to a refund of the registration fee with no additional liability for travel costs, hotel costs, or any other associated costs.

COVID-19 Compliance

All participants at the Conference will be required to comply with any COVID Safety Guidelines and protocols in place with any venues, and the Conference, which will be aligned and compliant with all relevant Commonwealth and state government health advice at that time. By registering for this event, the Committee reserves the right to provide your contact details to authorities for the purposes of contact tracing and any other relevant government requirements.

The Committee reserves the right to update the COVID protocols to ensure the health and safety of participants, including but not limited to, event entry requirements. Participants may be excluded if they do not comply with the requirements of the COVID Safety Guidelines and protocols.

Delegate Cancellation – Medical

The health and safety of Conference attendees is our highest priority. The Committee is mindful of the health risks posed by COVID-19, and the importance of following official medical advice with respect to social distancing, practising good hygiene and staying at home when unwell. The Committee requests any delegate who is feeling unwell or has cold or flu like symptoms, or who may have been in contact with someone with COVID-19, not attend the Conference.

If, on medical grounds, you are unable to attend the Conference, you must cancel your in-person attendance in writing by email to 17thABGC@rbg.vic.gov.au A refund may be provided at the discretion of the Committee, however you may be asked to provide additional details.

Conference services and obligations

The provision of subject matter and content as part of this Conference does not reflect the opinions or recommendations of the Committee. All efforts to provide the highest quality content and experience will be made by the Committee, however the Committee does not guarantee the suitability, satisfaction, or appropriateness of the content to your needs.

Food and beverage providers are external suppliers to RBGV and the Committee, and as such, any feedback regarding these services should be directed to the supplier in question.

Insurance

Participants are strongly advised to secure appropriate travel and health insurance. Delegate registration fees do not provide any such insurance coverage. The Committee and the Conference accept no responsibility for any loss or damage to property or person in this regard.

By accepting these Terms and Conditions, delegates travelling to and from the official conference venue as part of the conference program travel at their own risk, and RBGV, or the Committee, will not be responsible for any loss or damage to property or person in this regard.

Tax

All Conference registration fees, and additional ticket rates are quoted in Australian Dollars. GST at 10% is included.

Disclaimer

By registering, participants acknowledge and consent that during their attendance at the Conference their image or voice may be recorded via video, photograph or by any other means (“recorded”) by an officer or official of the Conference which may be distributed or published at the discretion of the organisers of the Conference. If you do not wish to be recorded, you are required to formally advise the Conference in advance by email.

Privacy Policy

Royal Botanic Gardens Victoria (RBGV) is committed to protecting personal and sensitive information consistent with the principles set out in the Victorian *Privacy and Data Protection Act* 2014. RBGV’s Privacy Policy describes the way personal information will be handled by the organisation, which applies to the Royal Botanic Gardens Victoria website. It does not apply to linked websites (you should familiarise yourself with the privacy statement of any site you link to).

If you interact with Royal Botanic Gardens Victoria as a client, member or Conference participant, personal information about you will be held for the primary purpose of supplying you with information related to this conference, not limited to conference networking purposes, future conferences and events; and to gather depersonalised demographic information to inform future conference activity.

We gather and process your personal information in accordance with our privacy statement, in compliance with the Australian Privacy Act. We comply with these legislations and are committed to protecting the right of the individual to the privacy of their information.

By registering for this event, the Committee reserves the right to provide your contact details to authorities for the purposes of contact tracing and any relevant Government requirements.

Click here for further information on RBGV’s privacy statement:
<https://www.rbg.vic.gov.au/media/lpapumkz/privacy-policy.pdf>