



TERMS AND CONDITIONS

REGISTRATION CONDITIONS

Cancellation Statement: Cancellations received in writing at the Conference Office by Monday 24 February 2020 will be accepted and all fees refunded less an administrative fee of AUD \$100. Cancellations received after this date will not be refunded.

Transfer of registration: If you are no longer able to attend TOT 2020 you may transfer your registration to another person. The full name and details of the person that will replace you must be advised in writing to the Conference Office prior to the Conference.

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

NOTE: To qualify for the Super early bird registration, registration fees must be paid in full by Friday 29 November 2019. Registrations not paid by this date will incur the registration fee of the early bird rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form. Payments received after due date will revert to current applicable rate.

To qualify for early bird registration, registration fees must be paid in full by Wednesday 12 February 2020. Registration fees received after this date will revert back to the standard conference applicable rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form. Payments received after due date will revert to current applicable rate.

After Monday 1 March 2020 midnight AEST, only payments made by credit card will be accepted.

Cancellation of the conference by iMove or Think Business Events

It may be necessary for reasons beyond the control of iMove or Think Business Events to alter the times, dates, itineraries or speakers of the conference by notice to you at any time. In the unlikely event of cancellation of the conference, the maximum liability of iMove is limited to a % refund of the conference registration fee 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 conference due to circumstances beyond iMove 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 iMove 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.

ACCOMMODATION CONDITIONS

Think Business Events, as the official housing bureau for the **Transport of Tomorrow 2020 Conference**, has been able to secure discounted accommodation rates at selected hotels. Reservations need to be made before **Thursday, 20 February 2020**.

Booking: To secure a hotel accommodation booking, the hotels require credit card details, which must accompany the registration form.

Regardless of method of payment for the Conference, you must provide credit card details which will be forwarded to the hotel at 30 days prior to the Conference. The Conference organisers will forward your contact details, reservation and credit card details to the hotels and they may charge the one night's deposit at 30 days prior to the Conference start or at check in.

The rates per room per night are inclusive of Goods and Services Tax (GST), which is charged by the hotel on check in checkout. The hotels may charge you a surcharge for credit card transaction fees.

Payment: The hotel may charge the one night's deposit at 30 days prior to the Conference start or at check in. Delegates must settle the balance of their account and any incidentals upon check out. The deposit for the first night is non-refundable if the reservation is cancelled on or after Thursday 20 February 2020, or if you do not arrive on the date specified in your booking.

NOTE: Any changes made on or after Thursday 20 February 2020, will incur a 100% cancellation fee. This includes any reductions to total nights booked. No shows will be charged at the full accommodation rate for the duration of the booking. That is, all nights for all rooms booked will be charged directly by the hotel to the credit card provided at the full accommodation rate.

Early/late arrival: Please advise the conference office in writing of any early or late arrives.

NOTE: Please note that T & C's/cancellation policies listed on individual hotel websites do not apply, as the quoted rates are contracted at a group rate.

PRIVACY STATEMENT

The Transport of Tomorrow 2020 (The Conference) is required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia). The Conference 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 Conference will collect and store information you provide in this Registration Form for the purposes of enabling us to:

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

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

CONFERENCE DELEGATE LIST

The Conference will produce a Delegate list of all delegates to display at the Conference. The Delegate list will also be available on display through the Conference App (if applicable). 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 app and list by opt out during the online registration process or by notifying the Conference Office in writing by Monday 24 February 2020. Otherwise your name, affiliation and location (state or country) only will be included in the app and on the displayed list.

DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

The Conference 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 Conference sponsors and exhibitors

for marketing purposes. The Conference 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 Conference or where such purpose is permitted or required by law.

Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors by notifying the Conference Office in writing by Monday 24 February 2020.

By registering for this Conference, all registrants grant permission to the 2020 Conference, iMOVE and Think Business Events (TBE), the association and its agents, to take photographs at the Conference 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 Conference website. By participating in the Conference 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 Conference related to such photographs. If you have any concerns regarding the use of photographs taken of you during the Conference, please contact the Conference Office iMOVE@thinkbusinessevents.com.au before Monday 24 February 2020.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for the Conference, iMOVE and TBE. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from the Conference, iMOVE or TBE in respect of their image/likeness or its use. Attendees release, discharge, and hold harmless, Transport of Tomorrow 2020 or TBE 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 Conference Office iMOVE@thinkbusinessevents.com.au