

TERMS & CONDITIONS

FLINDERS UNIVERSITY EXECUTIVE EDUCATION WEEK

CANCELLATION POLICY

Cancellations must be received in writing to the event secretariat at flindersuni@eventfulprojects.com.au. Should you cancel your attendance after you have registered please note a cancellation fee of AUD 500 will apply. This will be invoiced to your organisation.

In the case of medical emergency which has caused a registered delegate not to attend the event, the event secretariat must be provided with a medical certificate or appropriate documentation. When the event secretariat is advised of a situation after the event, a cancellation fee of AUD 500 may apply, this will be invoiced to your organisation.

NON-ATTENDANCE & SUBSTITUTION POLICY

Your invitation is non-transferrable. If you are unable to attend the event after registering, please contact the event secretariat at flindersuni@eventfulprojects.com.au.

DRESS CODE

Casual business is suitable for the event and its social events.
The gala dinner is smart business attire.

NAME BADGES

Your name badge must be worn at all times, it is your entry to all sessions and inclusive functions.

PROGRAM

The event program is subject to changes without notification.

ACCOMMODATION

Accommodation has been booked for all delegates at the Hilton Adelaide over the event dates, arriving Sunday, 1 September and departing Saturday, 7 September 2019.

Your event invitation includes the following

- 6 nights' accommodation (1-7 September 2019)
- Breakfast in Coal Cellar and Grill for 1 person daily
- WIFI

Please note that incidentals such as room service, mini bar, dry cleaning etc. are at delegates own cost and to be settled directly with the hotel upon check-out.

Confirmation of your hotel booking will be provided to you one week prior to the event.

Please contact the event secretariat at flindersuni@eventfulprojects.com.au should you need further assistance.

LETTERS OF INVITATION

Please note that our policy is to only issue a letter of invitation to an international delegate once attendance to the event has been confirmed and the delegate has registered.

A letter of invitation from the event secretariat does not guarantee entry into Australia. Please request a letter of invitation from the event secretariat during the registration process.

We suggest delegates apply for their visa well in advance of their intended date of arrival to Australia. Information about visa processing times is available on the Australian Department's website www.homeaffairs.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times

PHOTOGRAPHY/VIDEOGRAPHY

Please note that photographs and video will be taken throughout the academic sessions and at the social events. These will be used for promotional activities including display on websites and social media platforms. If you do not want your photograph or any video footage taken, or used, you are required to formally advise the event secretariat in advance at flindersuni@eventfulprojects.com.au by email.

INSURANCE

Registration do not include insurance of any kind and delegates shall be regarded in every aspect as carrying their own risk for personal injury and loss or injury to property, including baggage during the event. It is strongly recommended that delegates take out their own general travel insurance. It is suggested that the insurance policy should also cover loss of fees/deposit, medical expenses, loss or damage to personal property and repatriation expenses. The insurance should cover loss arising from the cancellation of the event by the organisers or a person's inability to attend due to any reason whatsoever. No responsibility is taken by Flinders University, the event secretariat, staff and/or its agents and others working under its authority for any person not holding insurance and any loss in this regard.

SECURITY

Flinders University, the event secretariat, staff and/or its agents and others working under its authority accept no liability for personal accident or loss or damage suffered by any participant, accompanying person, invited observer or any other person by whatever means. Nor do we accept liability for any equipment or software brought to the event by delegates, speakers, sponsors or any other party. Please protect your personal property. Do not leave laptops, cameras, and other valuable items unsecured. Be conscious of individuals who appear out of place and do not wear an event name badge. Advise event secretariat staff if this does not occur. If you have any questions, please contact the event secretariat.

BEHAVIOUR

The event secretariat reserves the right to prohibit entry of any person to a Flinders University Executive Education Week event or eject any person from a Flinders University Executive Education Week event based on behaviour deemed inappropriate by Flinders University, the event secretariat, staff and/or its agents and others working under its authority.

SOCIAL FUNCTIONS AND ALCOHOL

By registering for the event your attendance to all planned academic sessions and social events is presumed.

As alcohol is on offer, all social functions are classed as a licenced event. The venue's alcoholic beverage license requires that venue staff shall: (i) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced, and (ii) refuse alcoholic beverage service to any person who, in the venue's judgment, appears intoxicated.

FORCE MAJEURE

Flinders University, the event secretariat, staff and/or its agents and others working under its authority are not responsible for either the partial or total non-execution of the contract in the event of accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity of the venue, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a travel warning by the World Health Organisation or any other cause comparable events or disaster beyond the parties' control which prevents the venue from providing the conference or if for the same reasons the event is cancelled by Flinders University.

PRIVACY

By providing your email address, you agree to receive emails in relation to this and future events of this type. You may opt out at any time by contacting digitalpresence@flinders.edu.au. Your name, organisation and email may be published on the delegate list which is part of the event collateral and provided to delegates, exhibitors and sponsors. Your name and contact information may be used by parties directly related to the event such as Flinders University and approved stakeholders and sponsors. If you wish to opt out, please send an email to digitalpresence@flinders.edu.au.

SOCIAL MEDIA

Flinders University does not permit the recording of presentations and workshops at the event under any circumstances or in any form of media, including but not limited to audio recordings, video recordings, or literal transcripts unless you acquire a written consent.

Flinders University permits and encourages the use of social media, such as Facebook, Twitter, Instagram, Google+, Snapchat and blogging at the event as a way to summarise, highlight, review, critique, and/or promote the presented materials, or the event in general, on the condition that: copyright law is observed, verbatim information is limited to a few quotes, and the author or speaker is referenced and cited appropriately. Please bear in mind that presenters have invested many hours in the development of materials for the event and copyright laws apply.

Out of respect for the other participants, we ask that loud electronic devices be silenced, though they do not need to be switched off, so that they may be used to tweet, post on Facebook, or take notes in accordance with the above stated policy.

We encourage delegates to:

- Follow us on Twitter [@Flinders](#)
- Follow us on Instagram [@flindersuniversity](#)
- Like us on Facebook [@FlindersUniversity](#)
- Like us on LinkedIn [@flinders-university](#)
- Hashtags include [#flindersuni](#) [#FlindersExecEd](#)
- Blog, post, tweet, Instagram, Snapchat about what you are hearing and seeing
- Talk about products and services you see being showcased
- Share photographs
- Provide feedback to the MS Research Australia staff and the event secretariat
- Keep criticism constructive

We request delegates to refrain from:

- Using audio and/or video recording devices during sessions.
- Capturing, transmitting, or redistributing syllabus materials or the bulk of the material presented in a session. Doing so infringes on the intellectual property rights of the speakers.
- Engaging in rudeness or personal attacks.

DISCLAIMER

By registering, delegates acknowledge and consent to the terms and conditions.

Flinders University, the event secretariat, staff and/or its agents and others working under its authority accept no responsibility for any act or omission on the part of service providers. No liability is accepted for any inaccuracy, delay, damage, death, or personal injury. The committee and organisers of the Flinders University Executive Education Week reserve the right to change, without notice, any aspect of the event program. All information supersedes all previous publications. In the event of industrial disruptions, the event, venue, committee and organisers accept no responsibility for losses incurred by event attendees, staff and participants.