



The Royal Australasian
College of Physicians

RACP Event Terms and Conditions

Cancellation policy

Cancellations cannot be made online or over the phone, all cancellations must be made in writing to racp@saneevent.com.au. An administration fee of **AUD \$200** is applicable for cancellations up until **COB Wednesday 13 April 2016**. No refunds will be given after this date however substitutes can be made by emailing racp@saneevent.com.au or modifying your registration online.

Social functions cancellation policy

The RACP reserves the right to cancel or vary optional activities if minimum numbers are not reached. Social function tickets can be cancelled online by modifying your registration up until **COB Monday 2 May 2016**. Any cancellations after this point must be made in writing to racp@saneevent.com.au and will incur full cancellation fees.

Accommodation cancellation

Accommodation changes and cancellations cannot be made online or over the phone. All changes or cancellations must be made in writing to racp@saneevent.com.au. No cancellation fee will be charged if you advise a change of date or cancellation of rooms prior to **4 April 2016**. No refunds will be issued for cancellations or changes after **4 April 2016**. After this time, Sane Event Group will make every effort to reduce your cancellation fees where possible with the individual hotels.

Cancellation of the event

Should the event you've registered for be cancelled the RACP will advise you of this in writing. All communication will be via the contact details you provided on your registration form including email. The RACP cannot be held responsible for non-receipt of communication. The RACP has no liability for the loss of money in relation to travel, accommodation and other expenses as a result of an event cancellation. Obtaining travel and other insurances to protect such losses are at the discretion of the registrant and are not included in your registration fees.

Behavior

The RACP reserves the right to prohibit entry of any person to an RACP event, or eject any person from an RACP event at the RACP's discretion.

Disclaimer

The information on this website and in event related material is correct at the time of providing, however, the organisers reserve the right to change the information where necessary without notice.

Future communication

In accordance with applicable legislation the College may provide notices or correspondence to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

GST All prices are inclusive of GST



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Image release

In registering for RACP events and conferences, delegates grant permission to the RACP, its agents and others working under its authority, to take and to have full and free use of video/photographs containing their image/likeness. It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for the RACP. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from the RACP in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, RACP and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of anything contained in the photographs or video. Should a delegate not agree to the above image release, they must advise the RACP in writing via [email](#) at least seven days prior to an event.

Liability waiver

In the event of disruptions outside the control of the RACP, the RACP and the organisers accept no responsibility. In the event of the venue becoming unusable or other circumstances or the need to cancel the conference, there can be no liability on the RACP or the organisers.

List of participants

In registering for RACP events and conferences, relevant details may be incorporated into a delegate list for the benefit of all delegates (name, organisation and state). Further details may be available to parties directly related to the individual event registered for (for the purpose of room bookings, special catering, physical requirements, name tag creation and conference options). Sponsors and exhibitors will be supplied with the full name, title, organisation, state and email addresses of those delegates who do not 'opt out'. Should you not wish for your details to be passed on for any of the above purposes, please indicate this in writing to the RACP via [email](#).

Program

The RACP reserves the right to change conference and event programs at any time. Every effort will be made to ensure programs of equivalent standard.

Registration and payment

Payment in full is required at the time of registration or no later than three days prior to the event in order to attend.

Special dietary/physical requirements

These cannot be catered for unless requested before the event registration closing date. Please indicate any special requirements specifications on your registration form or [email](#).

Storage of data

The College may engage a third party to administer and deliver services and communications to attendees by email. Some third party suppliers or their products/services are located overseas. Business details and personal information you choose to provide on this application may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. By completing this application, you agree to this transfer and Australian Privacy Principle 8.1 will not apply to this disclosure.



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Speaker Terms and Conditions

By accepting an invitation or agreeing to speak at an RACP event or conference speakers agree that they:

- Have checked the accuracy of the information and referencing within the presentation
- Have been granted all appropriate consents and approvals to the use of contained within your presentation from any third party where required
- Have complied with all legislation, including that relating to the privacy of any person or patient
- Allow the RACP to publish the presentation in College documents and on the College website, and grants the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated with the presentation including slides and to modify and adapt them (but only to the extent that it is necessary for such use and publication).
- Allows the RACP to live stream and/or record any associated presentation and make a recording of it available on the College website
- Consents that the RACP may publish the personal details of the speaker such as name, position title, company name and email addresses.
- Allows the RACP to publish all photographs taken prior to, at, and after the associated event or which relate to it
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.

Abstract Terms and Conditions

By submitting an abstract to the RACP, each author listed in the abstract confirms and agrees that he or she:

- Agrees with the content of the abstract and has given permission to be listed as an author/presenter
- Has checked the accuracy of the information and referencing within the abstract
- Has been granted all appropriate consents and approvals to the use of information in it from any third party
- Has complied with all legislation, including that relating to the privacy of any person or patient
- Has not previously published the abstract
- Allows the RACP to publish the abstract in College documents and on the College website, and grants the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated abstract and any subsequent submission, presentation or slides associated with the abstract, and to modify and adapt them (but only to the extent that it is necessary for such use and publication)
- Allows the RACP to live stream and/or record any associated presentation and make a recording of it available on the College website
- Consents that the RACP may publish the personal details of the authors such as name, position title, company name and email addresses as listed in the abstract
- Allows the RACP to publish all photographs taken prior to, at, and after the associated event or which relate to it
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.



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Privacy Policy

The College complies with the requirements of the national Privacy Act 1988 (Cwlth) (Australia) and the Privacy Act 1993 (New Zealand) and has adopted the Australian National Privacy Principles as the guidelines for ensuring the protection of personal information in its care. This policy applies to all personal information collected, stored, used and disclosed by the College.

The RACP Policy statement, available on the RACP website (link provided below) explains:

- What personal information the College collects.
- How the College uses/discloses that information.
- How the College stores that information.
- Entitlement to access personal information.

By 'personal information', we mean information about an identifiable individual.

Please refer to the full RACP Privacy Policy for further details – [RACP Privacy Policy](#)