



2019 ESSA INNOVATION & PRACTICE FORUM

4 - 5 MAY 2019. MELBOURNE, VIC

REGISTRATION TERMS & CONDITIONS

Upon registering for **2019 ESSA Innovation & Practice Forum**, you automatically agree to the below registration terms and conditions:

Confirmation

You will receive a confirmation via email within 5 days of your registration and payment being received by ESSA. If you do not receive a confirmation letter, please contact ESSA on +61 7 3171 3335 or email Forum@essa.org.au

Registration type definition

Definitions below:

Member: Member's rates applicable to current financial members of ESSA, CEPA, BASES and SESNZ only. For updates of reciprocal member associations, please visit Forum website www.essaforum.com.au

Non-Member: Applicable to anyone, including accredited persons, who are not current financial members of ESSA, CEPA, BASES and SESNZ

ESSA Student Member: Applicable to any ESSA, CEPA, BASES and SESNZ Student Member, or current financial full member and a full time student (within ESSA scope of practice at university institution). If full member, please complete the manual form and provide a copy of your student ID. Without this information, the member rate will apply.

Student Non-Member: Applicable to full time students, studying within ESSA scope of practice, at a university institution. Student ID required.

Audience Disclaimer

All ESSA accredited persons, regardless of any professional development completed/attended must refer to their accreditation's Scope of Practice/Standards, and only treat/practice within the same.

Discounts

- To receive the Earlybird registration discount, registration with full payment must be received by ESSA by application closing date, 21 February 2019. If payment is not received by this date, your registration fee will automatically be amended to the applicable standard rate.
- Group discount conditions:
 - Group discount is applicable for full (2 days) registration only
 - Group discount is applicable to 5 delegates or more
 - All delegates must be a member of at least one reciprocal member's rights association
 - All delegates must work for the same organisation
 - All registrations must be received on one form, for every 10 delegates
 - Payment must be received in one payment transaction
- No further discounts apply.

Financial

- All rates are listed in Australian dollars and include Australian Goods & Service Tax (GST)
- All registrations must be fully prepaid and received by ESSA prior to the Forum
- Outstanding items will not be confirmed until payment is received in full by ESSA
- Payment can be made via Australian cheque/money order, direct deposit or credit card (Visa and MasterCard only)
- All payments made via credit card will incur a non-refundable 1.2% merchant fee
- If selection of registration fees are incorrect based on your membership and/or registration type, a tax invoice for the applicable outstanding balance will be forwarded to you.

EXERCISE & SPORTS SCIENCE AUSTRALIA

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Cancellation Policy

- If you wish to cancel your registration, written notice must be provided to ESSA at Forum@essa.org.au. Cancellation fees are below (based on the day of written notification received by ESSA):
 - On or before 31 January 2019: Full refund less \$50.00 administration fee
 - 1 February – 3 March 2019: 25% of your registration fee or \$50.00 whichever is greater
 - 4 March – 4 April 2019: 50% of your registration fee
 - 5 April – 5 May 2019: 100% cancellation fee
 - “No Shows”: 100% cancellation fee
- ESSA, ESSA board, ESSA staff and the Forum committee take no responsibility for any additional costs incurred by the delegate
- All payments made via credit card incur a non-refundable 1.2% merchant fee

Substitution Policy

Substitute/replacement delegates are welcome provided full details are received by ESSA on or before 18 April 2019. Please forward information to Forum@essa.org.au.

Disclaimer

All details are correct at time of printing as at 13 November 2018 and are subject to change at anytime without notice.

Contact

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