



Registration Terms + Conditions

Upon registering for Research to Practice 2018, you automatically agree to the below registration terms and conditions:

**RESEARCH TO
PRACTICE 2018**
27-29 MARCH 2018
BRISBANE, QUEENSLAND

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 conference@essa.org.au

Registration type definition:

- Definitions below:

Member: Member's rates applicable to current financial members of ESSA, SDA, CEPA, BASES and SESNZ only. For updates of reciprocal member associations, please visit conference website www.researchtopractice2018.com.au

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

ESSA Student Member: Applicable to any ESSA, SDA, 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 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.

Financial:

- All rates are listed in Australian dollars and include Australian Goods & Service Tax (GST)
- All registrations and/or social functions must be fully prepaid and received by ESSA prior to the Conference.
- 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 1.5% merchant fee
- If selection of registration fees or social functions are incorrect based on your membership and/or registration type, a tax invoice for the applicable outstanding balance will be forwarded to you.

Discounts:

- To receive the Earlybird registration discounts, registration with full payment must be received by ESSA by application closing dates, as listed below. If payment is not received by these dates, your registration fee will automatically be amended to the next applicable rate.
 - Super Earlybird registration close: 27 September 2017
 - Earlybird registration close: 31 January 2018
- Student non-member registrations must be a full time student at the time of registration and provide a student ID card with their registration to conference@essa.org.au or fax +61 7 3318 7666.
- Group discount conditions:
 - Group discount is applicable for full (3 days) registration only
 - Group discount is applicable to 5 delegates or more

CONFERENCE OFFICE:

A: ESSA, Locked Bag 102, Albion DC Qld 4010, Australia

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E: conference@essa.org.au www.researchtopractice2018.com.au



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- 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 in one fax or email transmission
- Payment must be received in one payment transaction
- No further discounts apply.

Cancellation Policy:

- If you wish to cancel your registration, written notice must be provided to ESSA at conference@essa.org.au. Cancellation fees are below (based on the day of written notification received by ESSA):

On or before 31 December 2017: Full refund less \$50.00 administration fee

1 January – 25 January 2018: 25% of your registration fee or \$50.00 whichever is greater

26 January – 24 February 2018: 50% of your registration fee

25 February – 27 March 2018: 100% cancellation fee

"No Shows": 100% cancellation fee

- ESSA, ESSA board, ESSA staff and the conference committee take no responsibility for any additional costs incurred by the delegate
- All payments made via credit card incur a non-refundable 1.5% merchant fee

Substitution Policy:

- Substitute/replacement delegates are welcome provided full details are received by ESSA on or before 13 March 2018. Please forward information to conference@essa.org.au.

Disclaimer:

All details are correct at time of printing as at 5 September 2017 and are subject to change at anytime without notice.

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