



## REGISTRANT REGISTRATION TERMS & CONDITIONS

These Terms and Conditions are governed by the laws of New South Wales, Australia. In the occasion of any dispute, the registrant – confirmed or intended – submits irrevocably to the exclusive jurisdiction of the courts having jurisdiction in New South Wales.

Registrants are responsible for their own safety and property when attending Evolve 2024, the Evolve 2024 Welcome Reception and/or the 2023 MEA Awards Dinner (collectively or part thereof, the “event”), and to the extent permitted by law, release MEA and its officers, directors, employees, consultants, licensors, suppliers, and agents from any liability for any claim, damage, injury or loss they may suffer in relation to their attendance at an event, howsoever caused, including without limitation due to any negligence or other act or omission of MEA.

Personal arrangements including travel, subsistence and accommodation relating to the event which has been arranged by the registrant is done so at the registrant’s own risk.

Where registration is being carried out on behalf of other people, MEA will assume that the person performing the registration will communicate information stated herewith to all persons they are registering.

### 1. Conditions of Registration:

- a. Full payment is required before the event begins. Access to the event and recordings will be refused without prior payment.
- b. Invoices are available for registration made on or before 17 May, 2024 only.
- c. Invoices must be paid by 29 May, 2024, or MEA reserves the right to cancel the registration.
- d. Unpaid registrants may receive reminders from 30 May, 2024. It is the registrant’s responsibility to ensure timely payment. Non-reminder by MEA does not constitute grounds for waiver.
- e. Registrations, in any form, cannot be shared among multiple individuals
- f. MEA may retain fees as permitted by law.
- g. MEA reserves the right to modify advertised event details and programs.
- h. Prices are in Australian Dollars, with surcharges for Visa/Mastercard (1.0%) and American Express (1.5%). No surcharge applies to EFT payments.
- i. No multiple registration discounts are offered or possible.
- j. The event is considered delivered once it has commenced. Once the event is delivered, no refunds or credit will be payable by MEA.

### 2. Registration Cancellations and Amendments

- a. Cancellation requests must be sent to [admin@mea.org.au](mailto:admin@mea.org.au) and reach MEA by 5:00 pm (AEST) on 17 May, 2024.
- b. No refunds or credits for cancellation requests received after 5:00 pm (AEST) 17 May, 2024 will be agreed to by MEA.
- c. Cancellation requests must be acknowledged by MEA as received to be valid for consideration. Non-receipt by MEA and duly the capacity to acknowledge leaves the registrant liable for full payment of the registration – paid or unpaid.
- d. MEA may cancel registrations due to a Public Health Order consistent with Clause 4.
- e. Eligible refunds will be processed within 30 days of conclusion of the event.



- f. Registrants are responsible for all event complementary travel and accommodation arrangements.
- g. Substitute registrants may be nominated to attend at no additional cost, providing they equate in applicable registration category ie: member or non-member. Substitution requests must be submitted before 5.00 pm (AEST) 29 May, 2024 via [admin@mea.org.au](mailto:admin@mea.org.au) advising the replacement person's name, position title, phone number and email address. Substitute registrations will not be considered confirmed until any applicable fees payable are received in full (eg: difference between member and non-member registration).

### 3. Session recordings

- a. Post-event access to recorded sessions is included in registration fees. Final registrants may view recordings at no further charge up until 11.59 pm (AEDT) 31 December, 2024.
- b. Registrants accept that their presence and/or participation may be captured by cameras and/or audio equipment utilised to enable post-event session viewing.

### 4. Pandemic Circumstances

- a. All must comply with government and venue health safety arrangements in place in NSW on 12 and/or 13 June, 2024.
- b. Registrants are individually responsible for sourcing information and taking appropriate action, and the provision, and ensuring continued currency, of accurate contact details for tracing purposes, the collection of which registrants accept may be a requirement of MEA. This information would include first name and phone number of each person attending an event venue, including children and babies.
- c. Should registration cancellation become necessary to enable isolation consistent with a Public Health Order due to a health pandemic, the following will apply:
  - i. If received after 5pm AEST Wednesday 29 May 2024, the registration:
    - a) may be transferred to a substitute person consistent with Clause 2g above to the exception of indicated dates in that Clause. These are the only circumstances under which that indicated time and date would be overlooked.
- d. MEA and venues may update arrangements based on expert advice to improve safety and reduce risk exposure to registrants.
- e. Special conditions for safety may override general terms indicated here.

Registrants acknowledge that nonadherence to any government pandemic management requirement may be a breach of directions issued by the NSW Chief Health Officer, for which penalties may apply.

### 5. Refunds

- a. Refunds are strictly only possible as outlined by Clauses 2 and 4.
- b. Non-attendance at the event does not qualify a registrant for a refund.