

Terms and Conditions

for

Sleep DownUnder Annual Scientific Meeting 2018

Registration Terms and Conditions

- Full payment for registration fees must be received prior to the Meeting.
- All prices are in Australian dollars and include Goods and Services Tax of 10%.
- If you cancel your registration on or prior to 6 September 2018 you will receive a refund less a cancellation fee of \$100. Cancellations made after 6 September 2018 are non-refundable.
- The Privacy Act 1988 provides that, before your name and contact details can be published in a list of participants you must give your consent. If you select 'Yes, I do want my details to be included in the list of participants' on the registration form or by email, your details may be distributed to:
 - a) Sleep DownUnder 2018 delegates, sponsors and exhibitors
 - b) Organisers of future ASA events
- If, for reasons beyond the control of the Organising Committee, the Meeting is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- By registering for the Meeting you are confirming consent for any video and photographs taken at the Meeting which you are in may be used by the Association in promotion of the Meeting.
- By registering for the Meeting you are consenting for your data to be used for the below. If you decide against your data being used, your registration will be cancelled less the cancellation fee above.

Personal Data Collected

- We ask for your personal data to facilitate your registration for this event.
- You retain the right to ask us about your personal data at any time. Please contact us at sleep@theconferencecompany.com with any inquiries you may have.
- You retain the right to withdraw consent to use your personal data at any time. Please be aware that a withdrawal of consent before the start of this event will incur a full event cancellation and cancellation fees as noted in the above Registration Terms and Conditions.
- Please contact us at sleep@theconferencecompany.com with any inquiries you may have.
- Your personal data will be retained by us for up to 24 months after the conclusion of this event.
- Your data will be shared with other organisations and third parties in order to
- process your registration. These will include:
 - Microsoft Azure
 - Payment Express, our authorised ecommerce provider
 - Any hotel you make a reservation with via The Conference Company
 - Caterers. Where you have indicated a special dietary requirement this will be provided to any catering company contracted for the event.
 - The app supplier for the event.
 - Sponsors. Please note, in a separate privacy section of the registration form, you can opt in or out of your information being shared with sponsors.

- You retain the right to request that we forget or anonymize your personal data. If you have attended any event with us, we will retain any financial, tax or event attendance records for reporting reasons, but on request, will remove all personal data from our database, leaving an anonymized” record for reporting reasons.

Accommodation Terms and Conditions (if applicable)

- Prices are in Australian dollars and include Goods and Services tax of 10%

Mantra South Bank Brisbane

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 5 September 2018 this payment is refundable. If you cancel your reservation on or after 5 September 2018 or fail to check in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- Room rate is based on maximum occupancy of 2 people. An additional person using extra bedding will incur an additional \$40 fee.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 10am.

Mercure Brisbane

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 10 August 2018 this payment is refundable. If you cancel your reservation on or after 10 August 2018 or fail to check in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 11am.

Rydges South Bank Brisbane

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 13 July 2018 this payment is refundable. If you cancel your reservation on or after 13 July 2018 or fail to check in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 11am.

Novotel Brisbane South Bank

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 5 September 2018 this payment is refundable. If you cancel your reservation on or after the 5 September, or fail to check in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 11am.