

## Terms and Conditions

for the

### Sleep DownUnder Annual Scientific Meeting 2019

16 – 19 October 2019, International Convention Centre Sydney, Australia

#### 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 2019** you will receive a refund less a cancellation fee of \$100.00. Cancellations made after **6 September 2019** 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) Meeting delegates, sponsors and exhibitors
  - b) Organisers of future ASA events
  - c) Participants who download the Meeting App
- 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](mailto: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](mailto: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 are listed within the [Data Consent Policy](#).
- You retain the right to request that we forget or anonymise 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 anonymised record for reporting reasons.

### **Accommodation Terms and Conditions (if applicable)**

- Prices are in Australian dollars and include Goods and Services tax of 10%
- A credit card guarantee is taken at the time of booking. The credit card will be charged by the hotel as specified below.

#### ***Adina Apartment Hotel Sydney Darling Harbour***

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 9 September 2019. If you make your booking after 9 September, your credit card will be charged for your full stay immediately.
- If you cancel your reservation on or after 9 September 2019 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.
- Triple occupancy will incur an additional \$50 fee/night.
- 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.

#### ***Hyatt Regency Sydney***

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 9 September 2019. If you make your booking after 9 September, your credit card will be charged for your full stay immediately.
- If you cancel your reservation on or after 9 September 2019 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 3pm. Check-out time is 11am.

### ***Ibis Sydney Darling Harbour***

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 8 July 2019. If you make your booking after 8 July 2019, your credit card will be charged for your full stay immediately.
- If you cancel your reservation on or after 8 July 2019 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.
- Breakfast for x1 person per day is included in the room rate. Any additional breakfasts are \$30 per person per day.

### ***Novotel Sydney on Darling Harbour***

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 8 July 2019. If you make your booking after 8 July 2019, your credit card will be charged for your full stay immediately.
- If you cancel your reservation on or after 8 July 2019 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.
- Breakfast for x1 person per day is included in the room rate. Any additional breakfasts consumed are \$30 per person per day.

**Oaks Goldsbrough Apartments**

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 9 September 2019. If you make your booking after 9 September, your credit card will be charged for your full stay immediately.
- If you cancel your reservation on or after 9 September 2019 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 10am.

**PARKROYAL Darling Harbour**

- A credit card guarantee for the full stay is required to secure your booking. The credit card details submitted on this booking form will be securely transferred to the hotel to charge the full payment for your accommodation on 9 September 2019. If you make your booking after 9 September, your credit card will be charged for your full stay immediately..
- If you cancel your reservation on or after 9 September 2019 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.
- Triple occupancy will incur an additional \$75 fee/night.
- 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.
- Buffet breakfast at Barkers Restaurant for x1 person per day is included in the room rate. Any additional breakfasts consumed are \$25 per person per day.

***Sofitel Sydney Darling Harbour***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 10 August 2019 this payment is refundable. If you cancel your reservation on or after 10 August 2019 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 3pm. Check-out time is 11am.