

# terms and conditions

## asa GUIDELINES

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1. All prices are inclusive of GST.
2. The prices do not cover any costs incurred by registrants in attending the event, such as travel and accommodation expenses, which is the responsibility of the registrant.
3. The Australasian Sonographers Association Ltd (ASA) reserves the right to alter the conference program, cancel, change the event components or substitute services without notice.
4. If the ASA cannot hold the event due to Acts of God, war, government regulations, disaster, strikes or other events outside of ASA's control, all attendees will receive a copy of the delegate handbook and any other materials that would have been distributed at the event. Fixed event expenses will be paid from registration funds and any remaining funds will be refunded to registrants.
5. Whilst ASA will use its reasonable endeavours to provide sufficient notice of any cancellations, to the extent permitted at law, it will not be liable for any loss suffered by the registrant or any other party and ASA strongly recommends the purchase of insurance.
6. ASA assumes no liability howsoever caused for injury, damage, or loss to the registrant other than to the minimum extent required by law.
7. ASA assumes no liability whatsoever for omissions or default, whether negligent or otherwise of those airlines, hoteliers or other persons providing services to the registrant.
8. Registrations will not be processed, nor will workshop places be reserved until full payment in cleared funds is received. Payments may be made by credit card or electronic fund transfer (EFT).
9. In the event that there are no available places, payment will not be processed.
10. Registrants will be liable for full payment in the event of non-attendance unless cancellation or request for transfer is made in accordance with these terms and conditions.
11. Registrants who are no longer able to attend may elect to send a substitute attendee in their place. In these instances, ASA must be advised in writing no less than five business day prior to the commencement of the event. Where appropriate, these terms and conditions apply to the substitute attendee as though it was the registrant.
12. Registration may be cancelled by written notice up until 1 June 2019. Cancellations received after this point will not be eligible for a refund. Cancellations received on or before 1 June 2019 will attract a full refund less a \$100 administration fee
13. ASA or a third party provider as the case may be, retains all ownership and intellectual property in the delegate handbook and other event materials ('Materials'). Registrants may not copy, reproduce, sell, photograph or publish the Materials other than as is required for the purpose of the event. In any event, registrants must not remove or modify any notices of attribution or copyright.
14. ASA reserves the right to prohibit entry of any registrant at the event, or eject any registrant from the event based on behaviour deemed inappropriate by ASA staff and/or its agents and others working under its authority.
15. Canvassing by registrants is strictly prohibited at ASA events. Promotional materials may not be distributed at the event except by event sponsors. Registrants violating this policy will be asked to leave the event.
16. ASA members who register for ASA events on or before the registration closing date will have their CPD record updated automatically. Records will be updated at the completion of the event.

For all PD-**asa** queries, please contact [cpd@sonographers.org](mailto:cpd@sonographers.org).

### Insurance

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel and medical insurance prior to coming to the conference.

The policy should include loss of fees/deposit through cancellation of your participation in the conference, or through cancellation of the conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. Neither the ASA nor the program committee will not take any responsibility for any participant failing to insure. Please speak to your travel agent or airline in regard to this matter.

