



# RACP

## Specialists. Together

EDUCATE ADVOCATE INNOVATE

### RACP Congress – Terms and Conditions

**Registration and payment:** Payment in full is required at the time of registration or no later than three days prior to the event.

**GST:** All prices are inclusive of goods and services tax.

**Communication:** RACP may provide notices or correspondence to you by email or other electronic communication. You consent to this form of contact by completing the online registration form. All communication will be via the contact details you provide on your registration form, including email. The RACP cannot be held responsible if you do not receive any communication.

**Cancellation by attendees for Congress and ancillary events:** Cancellations must be received in writing via email. An administration fee of NZD\$230 is applicable for cancellations made up until Monday, 22 April 2019. No refunds for paid registrations will be given after this date, however, attendee name changes can be made by modifying your registration online up until Monday, 22 April 2019 or by advising the RACP in writing via email.

**Cancellation by attendees for social functions:** Social function tickets cannot be refunded if you cancel your participation within 96 hours of the event. The RACP reserves the right to cancel or vary optional activities if minimum numbers are not reached.

**Accommodation cancellation:** Should accommodation be booked through the RACP for an event, individual cancellation policies for the accommodation supplier will be provided at the time of booking. Cancellations in whole or part may incur a penalty at the supplier's discretion.

**Cancellation of the event:** The RACP will advise you in writing should the event be cancelled. The RACP has no liability for the loss of money in relation to travel, accommodation and other expenses because an event is cancelled. Travel and other insurances to protect against such losses are at the discretion of the registrant and are not included in your registration fees.

**Special dietary/physical requirements:** Must be requested at registration or prior to the closing date for event registration. Please indicate any special requirements specifications via the online registration form or advise the RACP in writing via email. Requests received after the closing date for registration cannot be met.

**Program:** The RACP reserves the right to change conference and event programs at any time. Every effort will be made to maintain the standard of the program.

**Behaviour:** The RACP reserves the right to prohibit entry of any person to an RACP event or eject any person from an RACP event at the RACP's discretion.

**Disclaimer:** The information on the relevant event website and in related material is correct at the time of publication; however, the organisers reserve the right to change the information where necessary without notice.

**Liability waiver:** The RACP and its organisers accept no responsibility in the event of disruptions outside of its control such as the venue becoming unusable or other circumstances or the need to cancel the event.

### Privacy

The RACP complies with the requirements of the national [Privacy Act 1988 \(Australia\)](#) and the [Privacy Act 1993 \(New Zealand\)](#) and has adopted the Australian National Privacy Principles as the guidelines for ensuring the protection of personal information in its care.

The [RACP Privacy Policy for Personal Information](#) explains:

- What personal information will be collected.
- How the information will be used/disclosed.
- How the information will be stored.
- Entitlement to access personal information.

By 'personal information', we mean information about an identifiable individual. Please refer to the [RACP Privacy Policy for Personal Information](#) for more details.

**List of participants:** In registering for RACP events and conferences, you authorise the RACP to include relevant details (name, organisation and state) into a delegate list for the benefit of all delegates. Further details may be available to parties directly related to individual events to facilitate room bookings, special catering, physical requirements, name tag creation and conference options. Congress delegates may receive material from Premium Sponsors via the Congress Secretariat. If you do not wish to receive material from sponsors, please notify the RACP in writing via email.

**Image release:** In registering for RACP events and conferences, delegates grant permission to the RACP, its agents and others working under its authority, to take and to have full and free use of video/photographs containing their image/likeness. It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for the RACP. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from the RACP in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, RACP and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of anything contained in the photographs or video. Should a delegate not agree to the above image release, they must advise the RACP in writing via email at least seven days prior to an event.

**Data storage:** The RACP may engage a third party to administer and deliver services, and communications to attendees by email. Some third-party suppliers or their products/services are located overseas. Business details and personal information you choose to provide on telephone applications may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. You agree to this transfer when you complete your registration for the event; [Australian Privacy Principle 8.1](#) will not apply to this disclosure.

### **Speaker Terms and Conditions**

By agreeing to speak at an RACP event, speakers confirm and agree that they:

- Are solely responsible for and have checked the accuracy of the information and referencing within their presentation
- Have been granted all appropriate consents and approvals to the use of information contained within your presentation from any third party, including patients where required.
- Have complied with all legislation, including that relating to the privacy of any person or patient.
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.

Speakers further consent to allow the RACP to:

- publish personal details of the speaker such as name, position title and company name on RACP websites and in promotional material.
- publish the presentation in RACP documents and on its website, and grant the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated with the presentation including slides and to modify and adapt them (but only to the extent that it is necessary for such use and publication).
- record and/or live stream record any associated presentation and make a recording of it available on the College website.
- publish all photographs taken prior to, at, and after the associated event or which relate to it.

### **Abstract Terms and Conditions**

By submitting an abstract to the RACP, each author listed in the abstract confirms and agrees that he or she:

- Agrees with the content of the abstract and has given permission to be listed as an author/presenter.
- Has checked the accuracy of the information and referencing within the abstract.
- Has been granted all appropriate consents and approvals to the use of information in it from any third party, including patients.
- Has complied with all legislation, including that relating to the privacy of any person or patient.
- Will assist in media activity related to the event, including interviews, as reasonably requested by the RACP.

Abstract authors further consent to allow the RACP to:

- publish personal details of the authors (as listed in the abstract) such as name, position title, company name, and email addresses.
  - publish the abstract in RACP documents and on its website, and grants the RACP a royalty free, non-exclusive perpetual licence to use, reproduce and publish all materials associated abstract and any subsequent submission, presentation or slides associated with the abstract, and to modify and adapt them (but only to the extent that it is necessary for such use and publication).
  - record and/or live stream record any associated presentation and make a recording of it available on the College website.
  - publish all photographs taken prior to, at, and after the associated event or which relate to it.
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