



## EVENT AND PROGRAM TERMS AND CONDITIONS 2021

### – Stephenson Mansell Group (SMG)

These terms and conditions apply to the following events or programs run by the Stephenson Mansell Group:

- Face to face workshops
- Conferences
- VIP networking events
- Online programs & events
- Any other SMG event, course or workshop

By submitting your registration for this event or program you confirm that you have read and accept the following terms and conditions.

#### 1. Payment:

All event or program prices are listed exclusive of GST. GST is applicable to all event and program registrations.

All event or program prices are listed in Australian Dollars (\$AUD).

All registrations must be paid in full prior to the commencement of the event.

Payment can be processed via invoice request or via credit card on the SMG online registration portal, Eventbrite.

#### 2. Registrations and Cancellations:

##### 2.1 Substitution

If you have completed your registration and are not able to attend the event a substitute delegate is welcome at no extra charge. SMG must be notified of any substitute in writing prior to the event.

##### 2.2. Transfer

Registrations are for the outlined event or program. SMG will not transfer a registration from one event or program to another.



### 2.3 Cancellations and refunds

Registration cancellations will not be accepted unless made in writing to the event organiser to [events@smgrp.com.au](mailto:events@smgrp.com.au). Cancellations made more than thirty (30) days prior to the event date will be refunded less 25% of the registration fee to cover administration. Cancellations made more than fourteen (14) days prior to the event date will be refunded less 50% of the registration fee. No registration refunds will be made after this.

### 2.4 Non Attendance

In the event of non attendance you will be liable for the full cost of the registration.

### 2.5 SMG Cancellation rights

SMG reserves the right to amend, cancel or postpone any event or program at any time. This includes but is not limited to changes to facilitator, date/time, program, location or format. SMG will endeavour to provide an equivalent level of service as per the original offering.

If an event is cancelled by SMG, registrations will be transferred to the next scheduled event date with all registrants notified by email. A full refund may be requested within 10 days of notification of the transfer (in writing) if the registrant is unable to attend on the new event date.

### 2.6 Travel

Registrants travelling from overseas or interstate need to obtain confirmation from SMG that the event is proceeding as planned prior to finalising travel plans. Registrants are responsible for any travel or accommodation costs and arrangements.

2.7 COVID 19: If COVID restrictions mean that we are unable to run the event, SMG would re-schedule your booking or provide a full refund.

## 3. Privacy notice:

SMG is concerned with the protection of your privacy. We support the privacy principles contained in the Privacy Act 1988 (Cth). The collection and storage of your personal information is for the purpose of providing relevant event information, and informing you of SMG products and services. SMG may provide your details to relevant providers such as venues, caterers and accommodation for the purpose of event planning. SMG will not provide personal details to any 3rd party for use in communications (such as email).



#### 4. Image release:

In registering for SMG events or programs, you grant permission to SMG, its agents and others working under its authority, to take and to have full and free use of video/photographs containing your image/likeness. It is understood these images may be used for promotional purposes by and for SMG. You agree that you are not entitled to remuneration, residuals, royalties or any other payment from SMG in respect of your image/likeness or its use. You release, discharge, and hold harmless, SMG and its agents from any and all claims, demands or causes of actions that you may hereafter have by reason of anything contained in the photographs or video. If you do not agree to the above image release, please advise SMG at [events@smgrp.com.au](mailto:events@smgrp.com.au).