

Event terms and conditions

The following event terms and conditions apply to professional development events organised by the Australasian Fire and Emergency Service Authorities Council Limited (AFAC), including events organised by AFAC when operating under its associated trading names (including, for example, Australian Institute for Disaster Resilience). AFAC (including its associated trading names) are referred to in these Terms as “event host”.

These terms and conditions do not apply to the AFAC powered by INTERSCHUTZ conference, including the Australian Disaster Resilience Conference (“Conference”). The terms and conditions applicable to the Conference can be found [here](#).

1. General

- 1.1. From time to time, we may update these terms and conditions. The updated terms and conditions will apply to all registrations from the time of updating onwards.

2. Prices and payment

- 2.1. All prices are in Australian Dollars and include GST.
- 2.2. Registration fees are payable prior to the commencement of the event, including where an invoice has been issued.
- 2.3. Registration fees can be paid using a credit card via the online booking system. Where a credit card is not a payment option available to you, an invoice can be requested.
- 2.4. All invoices are issued by AFAC, regardless of the trading name of the event host.

3. Registration cancellation

- 3.1. Should your circumstances change, and you are unable to attend the event, you must contact the event host via email.
- 3.2. Cancellation requests received by the event host more than 21 days prior to the event will not incur charges, and a full refund applies.
- 3.3. Cancellation requests received by the event host more than 7 days, but less than 21 days will be eligible to have their registration transferred to an alternative event where available. If no alternative events are available, a refund will not be granted.
- 3.4. Cancellation requests received by the event host within 7 days of the event will not be granted a refund or transfer to an alternative event.

4. Transferring registration to a colleague

- 4.1. If you are unable to attend an event, and you do not qualify for a refund, the booking for the event can be transferred to another person. Such transfer requests must be received at least 1 business day in advance of the event.
 - 4.1.1. Where an event registration includes catering, dietary requirements cannot be guaranteed for the transferee.

5. Delivery modes

- 5.1. The event host may make minor changes to content, facilitators, education and assessment polices without notice to you.
- 5.2. The event host reserves the right to make changes to dates, times, delivery format or location.

6. Communication

- 6.1. The event host will communicate with registered event attendees via the email address provided during the registration process. The event host takes no liability for missed communication to the email address provided.
- 6.2. Online events may include a feature that allows audio and any documents or other materials exchanged or viewed during the session to be recorded. By attending such events, you acknowledge that any contribution may be recorded, and consent to such activities and the future use by the event host of any recordings.
- 6.3. Personal information acquired by the event host is governed by the event host's Privacy Policy. For information on the Privacy Policy, see [here](#).