



AUSTRALIAN STEEL INSTITUTE

ASI CONVENTION TERMS AND CONDITIONS

By registering and paying for Events on the Australian Steel Institute (ASI) website www.steel.org.au (the Website), you are agreeing to these terms and conditions.

1. Event fees and membership

Event fees are quoted in Australian dollars (AUD) and include GST. Inclusions such as course notes and refreshments are described for each course. Group discounts may apply to events where table bookings can be made.

Individual membership under the ASI Constitution is not transferable to any other person or entity. As a result, the Member rate is only available to the individual Member who appears on the ASI Member Register. There are no circumstances where this benefit can be transferred. Any additional accompanying persons registered will be charged at the non-member rate. Each Member should log in separately to register at the Member rate.

2. CPD

All event attendees at those events eligible for Continuing Professional Development (CPD) points may use the confirmation of registration and/or tax invoice/receipt as a record for a CPD Program. Whether an event qualifies for CPD points is subject to the requirements of your professional body and Australian Steel Institute makes no warranty any of its events will qualify for CPD points with any other organisation.

3. Payment

Registration is not confirmed until payment in full has been received. The ASI reserves the right to refuse entry until such time as the payment is settled if payment is not received prior to the event, seminar, convention, or other function.

Online payment for a course can be made by credit card (Visa, Mastercard, American Express). A 2% surcharge applies to American Express purchases.

4. Cancellations

A substitute delegate can be nominated to attend in your place at any time up to 48 hours prior to the start of the event. Should you be unable to find a replacement and seek a refund, the following applies:

- 60+ days prior to event start date: A \$50 administration fee applies
- 60 - 15 days prior to event start date: 50% refund of fees
- Less than 14 days prior to event start date: No refund of fees

Refunds will be processed minus associated booking fees and charges (credit card and merchant facility charges incurred - both purchase and refund transaction costs).

Cancellation of accommodation bookings:

Accommodation bookings can be cancelled up until 30 days out from the event. Inside 30 days a cancellation fee equivalent to 100% of the booking value will be applicable. Where a cancellation is unavoidable within 30 days the organisers will try and resell your room to avoid penalty, but no guarantee can be made.

All changes to registrations or accommodation must be made in writing.

5. Refunds

Where a registrant is entitled to a refund under the provisions of **4**. Cancellation above or special Cancellation provisions (point **6**) applying to a particular event, the amount will be returned in full to the original payer and by the same method as the original payment. Australian Steel Institute will make its best endeavours to refund within ten (10) business

6. Special Provisions (COVID 19 & event cancellation, postponement, enforced restrictions and change of format)

Event Cancellation: Should the event be cancelled delegates are entitled to a full refund of their registration and any accommodation booked through the official registration process less any merchant or booking fees incurred by the ASI during the process. Expense incurred for travel, accommodation or other costs associated with attendance are the responsibility of the attendee.

Event Postponement: Should the event be postponed attendee registrations will automatically be transferred to the new date, with attendees having the option to transfer their registration to another party up until 48 hours from the event start date (per the event terms and conditions). The event cancellation and refund provisions in **4**. will take effect from the new confirmed date.

Enforced Restrictions: Should attendee participation in the event be impacted by government enforced restrictions (such as border closures, lockdown, or mandatory quarantine) a full refund will be given, where the attendee is directly impacted (i.e., located in a state where mandatory lockdown is in affect).

Change of event format: The ASI and organiser reserve the right to change the delivery format of the Convention at any time should they believe it necessary for the health and safety of event participants. Full or partial refunds will be at the Institute's discretion.

7. Disclaimer for course materials

The information presented by the Australian Steel Institute in course materials has been prepared for general information only and does not in any way constitute recommendations or professional advice. While every effort has been made and all reasonable care taken to ensure the accuracy of the information contained in these course materials, this information should not be used or relied upon for any specific application without investigation and verification as to its accuracy, suitability and applicability by a competent professional person in this regard. The Australian Steel Institute, its officers and employees and the authors' course materials do not give any warranties or make any representations in relation to the information provided herein and to the extent permitted by law (a) will not be held liable or responsible in any way; and (b) expressly disclaim any liability or

responsibility for any loss or damage costs or expenses incurred in connection with their publication by any person. Without limitation, this includes loss, damage, costs and expenses incurred as a result of the negligence of the authors or ASI officers and employees. The information in these course materials should not be relied upon as a substitute for independent due diligence, professional or legal advice and in this regard the services of a competent professional person or persons should be sought.

8. Copyright

No part of the course notes may be reproduced in any form without the written permission of the Australian Steel Institute.

9. Convention registration contacts

Please contact the Convention team with any queries at jessicaa@steel.org.au or on +61 422 134 328