



## **TERMS & CONDITIONS**

### **REGISTRATION**

- Early registrations will be accepted until **Monday 14 May 2018, midnight AEST**.
  - Should your registration remain unpaid until **Monday 28 May 2018**, registrations will be changed to the standard registration rate.
- As of **Tuesday 15 May 2018**, standard registration rate applies for every registration.

### **PAYMENT CONDITION**

#### **Payment Conditions:**

All payments are to be made in AUD upon receipt of the invoice. Please indicate the participant's name and "AIFS 2018" on all payments.

Full payment of all items is requested when registering (by credit card or by bank transfer). No confirmation will be sent until MCI Australia has received the payment.

From **Tuesday 10 July 2018**, only payments by credit card will be accepted.

### **CANCELLATION POLICY**

#### **Cancellation Policy:**

Cancellations must be received via [aifs2018.registration@mci-group.com](mailto:aifs2018.registration@mci-group.com) Cancellations received on or before 14 May 2018 will be refunded in full, less a 25% cancellation fee to cover administration costs. No registration refunds will be made after this date. As an alternative to cancelling, you may transfer your registration to another member of your organisation, subject to a \$33 processing fee. Payment is required in full prior to 14 May 2018 to receive the early bird registration rate.

#### **Processing Fee:**

Credit card payments can only be received via Mastercard and Visa. Payment via direct deposit is accepted and will not incur additional costs.

#### **Social Functions:**

The conference reserves the right to cancel or vary social functions if minimum numbers are not reached. Because of commitments to catering, we cannot refund social functions and additional ticket cancellations less than 72 hours prior to the event.

#### **Transfer of Registration:**

Any modification requests must be received in writing sent to MCI Australia at [aifs2018.registration@mci-group.com](mailto:aifs2018.registration@mci-group.com). Your registration may be transferred to another member of your organisation, subject to a AUD 33 processing fee.

#### **Refunds:**

Refunds will be made after the end of the conference depending on the payment method processed, once your final balance invoice is issued.



**Insurance and liability:**

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart for the conference. The hotel and MCI as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the conference participants and accompanying persons.

**METHODS OF PAYMENT**

**Methods of payment:**

- **Credit card:** only Mastercard and Visa are accepted.
- **Bank transfer** – please make your payment to:

MCI Australia  
Bank: National Australia Bank  
BSB: 084 255  
SWIFT: NATAAU3302S  
Account name: MCI Australia Pty Ltd  
Account number: 41 194 7741

***All bank fees are to be borne by the ordering customer.***

*All payments are to be made in Australian Dollars (AUD)  
Please indicate the participant's name and "AIFS2018" on ALL payments.*

**Privacy Statement**

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email : [info@aifskonference2018.com.au](mailto:info@aifskonference2018.com.au).

**Email Communication**

By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type. Should you not wish your details to be used for any of the above purposes, please contact : [info@aifskonference2018.com.au](mailto:info@aifskonference2018.com.au).

**Intention to photograph**

Delegates and others are advised that photographs may be taken during the conference and reproduced for promotional purposes.