



Terms and Conditions

ENTITLEMENTS

Attendee entitlements will depend on each attendee's ticket(s). Please check your booking confirmation that was sent via email to view your ticket(s). If you haven't received a booking confirmation, please contact the [ACTA ASM Organisers](#).

All sessions including the half-day workshops will include morning and/or afternoon tea and lunch.

REGISTRATION CONFIRMATION

Your completed registration and successful payment will be acknowledged via email.

PAYMENT OPTIONS

Credit Card

Please note all online registrations require immediate payment by credit card. All credit card transactions will incur a surcharge of 1.75%.

Invoice

If you require to pay by invoice, please contact the [ACTA ASM Organisers](#).

CANCELLATION AND REFUND POLICY

Cancellations must be notified in writing to the [ACTA ASM Organisers](#). All refunds, regardless of the cancellation notice period, will exclude the booking fee paid at purchase (included in your total price: 2.5% + 50 cts).

Registration Cancellation

Cancellations before/on Friday 30 September will incur a 50% cancellation fee.

Cancellations after Friday 30 September will NOT receive a refund; however, registration transfers are possible until Friday 4 November. Transfers can be made from Members to Members and Non-Members to Members without additional charges. Non-Members taking Members' registrations will need to pay the price difference.



COVID-19 cancellations

Should the event not be able to proceed as contracted due to restrictions imposed by the SA or Federal Government, two options will be available to you:

1. We look to reschedule the event. We will move your booking to the new date. No additional cancellation or rescheduling fees will apply.
2. We cancel your booking in full and provide a full refund or organise a credit to be used for any future ACTA events.

Refund Processing

ASM Managers will refund registration fees paid to ACTA as a result of amending your registration and/or associated requirements, after taking into consideration the relevant cancellation policy, within 15 business days of receiving a refund request.

All credit card surcharges payable at the time of the registration are non-refundable.

Credit card refunds will only be processed to the credit card of the individual or organisation from which the payment was received.

PROGRAM ALTERATIONS

All best endeavours will be made to present the program as published on the ACTA website. The Organising Committee reserves the right to delete, modify or alter, without prior notice, any of the arrangements, timetables, plans, or other items relating to the ACTA ASM for any cause beyond its reasonable control. The Organising Committee is not liable for any loss or inconvenience caused because of such alteration.

PHOTOGRAPHY AND RECORDING

By registering, participants acknowledge and consent that during their attendance at the ACTA ASM their image or voice may be recorded via video, photograph or by any other means (“recorded”) by an officer or official of the ASM. ACTA reserve the right to use any recordings whether audio or video and/or any photographs taken at any stage during the ACTA ASM for promotional, advertising or reporting of the ASM and/or its content at their sole discretion. If you do not wish to be recorded, you are required to formally advise the ACTA ASM Organisers in advance by email.



CODE OF CONDUCT

It is the policy of the ACTA ASM that all attendees can participate in its activities and are able to enjoy an environment that is free from discrimination and harassment. The Organising Committee is committed to making 2022 ACTA ASM productive and enjoyable for everyone, regardless of race, gender, sexual orientation, disability, physical appearance, body size, nationality or religion. Harassment of any form will not be tolerated and might result in the perpetrators being permanently removed from the 2022 ACTA ASM and reported to relevant authorities.

The code of conduct outlined here applies to all attendees, without exception. Participation in any of the ASM activities constitutes implicit acceptance and understanding of the code of conduct by the participants. Ignorance of the code will not be considered an attenuating circumstance in dealing with any type of infringement of the code as outlined.

Everybody participating in the 2022 ACTA ASM is expected to:

- Behave professionally.
- Be considerate and respectful to others. To not insult or put down other members, participants and attendees. To critique ideas, not individuals.

All communication must be appropriate for a professional audience that includes people of many different backgrounds. Inappropriate use of sexist, racist or ageist language and imagery, and/or any other commentary that is or can be perceived to be discriminatory in any way, is not permitted. Inappropriate language or behaviour include (but are not limited to) jokes, sustained disruption of talks or other events, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Offensive comments about race, gender, sexual orientation, disability, physical appearance, body size or religion, will not be tolerated.

Individuals engaging in behaviour prohibited by this policy as well as those making allegations of harassment in bad faith, will be subject to disciplinary action by the Organising Committee. Such actions may range from a verbal warning, to permanent ejection from an event or activity disrupted by the behaviour or the entire ACTA ASM, without refund of the registration fees (where applicable).

Repeat offenders may be banned from participating in future activities and events. Serious offences will be reported to the relevant authorities.

Anyone wishing to report a violation of this policy is asked to speak confidentially to ACTA CEO, Stewart Hay.



PRIVACY

Australia operates under the Privacy Act 1988, as amended, and the Privacy Amendment (Notifiable Data Breaches), 2017. The objective of these is to protect the right of the individual to privacy of their information.

Europe operates under the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), a regulation in EU law on data protection and privacy for all individuals within the European Union. The GDPR aims primarily to give protection to citizens over their personal data. The legislation was adopted on 27 April 2016.

ACTA comply with these legislations and are committed to protect the right of the individual to privacy of their information.

ACTA will not sell your personal information to third parties. If you believe that any information we are holding on you is incorrect or incomplete, please email us and we will promptly correct the information. You may also withdraw your consent for use of your information by advice to us in writing.

Why do we wish you to provide your information?

We require your information to facilitate provision of information to you regarding the ACTA ASM and to facilitate your participation in the ASM. Information collected in respect of your proposed participation in any aspect of the ASM will be used for the purposes listed below.

What will we do with your information?

1. Planning and conduct of the ACTA ASM including arrangements for your participation;
2. In the Attendee List for the ASM;
3. May be used to provide you with information of other relevant events in your area of interest.

Important Notes:

The parties who will have access to your information are: the ASM organisers (ACTA and the ASM Scientific Committee Members), some ASM sponsors (will only have your name, job title and organisation) and any Organisers of future ASMs.

The parties mentioned above will rely on your above consent indications for the purposes of compliance.

You may withdraw your granular consent at any time by notice in writing to the ASM Organisers.

You are entitled to access the information held by written application to the ASM Managers and the ASM's Co-Host.

ACTA's Privacy Policy Statement may be viewed [here](#).