

# Pre Program Release Registration

**ATTENDEE DETAILS - PLEASE USE ONE REGISTRATION FORM PER PERSON AND PRINT CLEARLY**

First Name ..... Surname .....

Position / Job Title .....

Organisation .....

Postal Address .....

Suburb ..... State ..... Post Code .....

Telephone ..... Mobile .....

Email .....

Dietary Requirements (tick/circle):  Coeliac/Gluten Free  Dairy/Lactose Free  Nut allergy  Vegan/Vegetarian

Other: .....

Note: Meals must be accessed from the special dietary stations if requirement is listed.

**REGISTRATION OPTIONS - ALL PRICING INCLUDES GST**

<b>Please tick ALL selections required, including Social Options</b>	<b>Member **</b>	<b>Other ***</b>	<b>Welcome Event</b>	<b>Gala Dinner</b>
Super Early Bird full two day conference package booked by COB 30 June 2019	<input type="checkbox"/> \$595.00	<input type="checkbox"/> \$850.00	<input type="checkbox"/> incl in cost	<input type="checkbox"/> incl in cost

**\*Must be paid in full by 31 July 2019**

Note: Registration is not an expression of interest, but a commitment to attend.

**PAYMENT DETAILS - ABN: 65 768 804 095M**

**Please transfer the total amounts payable from the section above.**

**See Payments Terms overleaf**

Cheque - made payable to ACA Qld, posted to PO Box 137, Springwood Qld 4127

Direct Deposit - an invoice will be issued

Bank: CBA BSB: 064170 A/C: 10731441

Credit Card  Visa  Mastercard (No Amex or Diners Club)

Total Amount Payable \$ \_\_\_\_\_

Card Number: .....

Expiry Date: ..... / ..... CCV: .....

Name on Card: ..... Signature: .....

\*\* To be eligible for Member registration pricing, delegates must be current financial members of ACA Qld or an ACA branch in another State.

\*\*\* Not a current member of ACA. Each conference registration includes Associate E Membership to 30/06/2020.

#### INFORMATION AND TERMS

##### **Animals**

No animals, birds, insects or pets are permitted on site with the exception of seeing eye or companion dogs.

##### **Behaviour**

ACA Qld reserves the right to prohibit entry of any person to an ACA Qld event, or eject any person from an ACA Qld event based on behaviour deemed inappropriate by ACA Qld staff and/or its agents and others working under its authority.

##### **Catering**

Delegates are not permitted to bring food or beverage products purchased at commercial outlets outside the venue.

##### **Cancellations and refunds**

All cancellations and changes to registrations need to be made in writing by email, fax or post. If you have not received acknowledgement within two business days, please contact the ACA Qld Conference Team on 07 3808 2366. All cancellations received in writing before **1 April 2020** will be accepted, and registration fees refunded less a 20% administration fee. Regrettably, no refunds can be given after this date; however, substitute delegates are most welcome with written notification.

All cancellations of accommodation bookings are subject to the applicable venue's terms and conditions, which will be outlined on the booking form.

##### **Conference Secretariat**

The conference registration/secretariat will be attended during the following times:-  
Friday 19 June – 4:30pm to 6:30pm  
Saturday 20 June – 7:00am to 4:30pm  
Sunday 21 June – 7:30am to 4:00pm

##### **Disclaimer**

Australian Childcare Alliance Queensland acts as the organiser only of these activities and does not accept responsibility for any act or omission on the part of the service providers. No liability is accepted for any inaccuracy, delay, damage, death, or personal injury. The committee and organisers of the Australian Childcare Alliance Queensland National Conference reserve the right to change, without notice, any aspect of the conference program. All information supersedes all previous publications.

##### **Dress**

Smart casual attire is required when attending the conference and for Friday night's Welcome Event. Costumes are encouraged for the Gala Dinner.

##### **Force majeure**

ACA Qld and/or the Venue are not responsible for either the partial or total non-execution of the contract in the event of accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity of the venue, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a travel warning by the World Health Organization or any other cause comparable events or disaster beyond the parties' control which prevents the venue from providing the event or if for the same reasons the event is cancelled by ACA Qld.

##### **Intention to photograph**

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

##### **Liability Waiver**

In the event of industrial disruptions, the Conference, Venue, Committee and organisers accept no responsibility for losses incurred by conference attendees, staff and participants.

##### **Member Registration**

ACA Qld member registration pricing is not transferable to non-ACA Qld members. By selecting a member registration price, it is agreed that the registrant is a current financial member of ACA Qld and that the registration is made in the ACA Qld member's name only. A breach of this may result in a cancellation of an event registration and/or ACA Qld membership. All registration fees, including as part of a package, for any ACA Qld National Conference receive Associate E membership from the time of booking to the end of the month in which the event is held.

##### **Name badges**

Your name badge must be worn at all times, as it is your entry to all sessions and inclusive functions.

##### **Payment**

Registration is not an expression of interest, but a commitment to attend. **Payment must accompany your registration form.** Registrations cannot be confirmed until payment is received. All prices are in Australian dollars and include GST.  
Cheque – Cheques must be in Australian currency, drawn on an Australian bank and free of all charges. Please include a remittance advice and make all cheques payable to: Australian Childcare Alliance QLD, PO Box 137, Springwood Qld 4127  
Credit Card – Complete the credit card section on your invoice (No Diners or AMEX)  
EFT/Bank Transfer – Bank transfers must list company name and invoice number  
Bank: CBA BSB: 064170 A/C: 10731441

##### **Personal Insurance**

Participants shall be regarded in every aspect as carrying their own risk for personal injury and loss or injury to property, including baggage during the conference. We strongly recommend that you take out a travel insurance policy at the time of booking your registration, travel and tours. The organisers will be in no way responsible for any claims concerning insurance.

##### **Privacy**

By providing your email address, you agree to receive emails in relation to this and future events of this type. You may opt out at any time by contacting [qld@childcarealliance.org.au](mailto:qld@childcarealliance.org.au). Your name, organisation and email may be published on the delegate list which is provided to exhibitors and sponsors. Your name and contact information may be used by parties directly related to the event such as ACA Qld and approved stakeholders and sponsors. If you wish to opt out, please send an email to [qld.conference@childcarealliance.org.au](mailto:qld.conference@childcarealliance.org.au).

##### **Program**

Go to [www.childcareconference.com.au](http://www.childcareconference.com.au).

##### **Social Functions/Alcohol**

Registration as a Delegate or Sponsor or Exhibitor attendee does not automatically constitute as confirmed attendance for any social events during the course of the conference. Every attendee (even those entitled to complimentary registrations) must respond in the affirmative as attending social functions by selecting options during online registration or via the manual booking form. Places at social functions are not held if an affirmative response is not received to the attending option.

As alcohol is on offer, all social functions are

classified as a licensed event. All attendees must comply with the Venue's responsible service of alcohol requirements. The Venue's alcoholic beverage license requires that venue staff shall: (i) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced, and (ii) refuse alcoholic beverage service to any person who, in the Venue's judgment, appears intoxicated.

##### **Social Media**

ACA Qld does not permit the recording of presentations and workshops at the Conference under any circumstances or in any form of media, including but not limited to audio recordings, video recordings, or literal transcripts unless you acquire a written consent.

ACA Qld permits and encourages the use of social media, such as Facebook, Twitter, Instagram, Google+, Snapchat and blogging at the conference as a way to summarise, highlight, review, critique, and/or promote the presented materials, or the conference in general, on the condition that: copyright law is observed, verbatim information is limited to a few quotes, and the author or speaker is referenced and cited appropriately. Please bear in mind that presenters have invested many hours in the development of materials for the Conference and copyright laws apply.

Out of respect for the other participants, we ask that loud electronic devices be silenced, though they do not need to be switched off, so that they may be used to tweet, post on Facebook, or take notes in accordance with the above stated policy.

We encourage delegates to:

- Follow us on Twitter & Instagram – @ACAQld
- Like us on Facebook
- Blog, post, tweet, Instagram, Snapchat about what you are hearing and seeing
- Talk about products and services you see in the Exhibition Hall
- Share photographs
- Provide feedback to ACA Qld staff and the Conference Committee
- Keep criticism constructive
- We request delegates to refrain from:
  - Using audio and/or video recording devices during sessions.
  - Capturing, transmitting, or redistributing syllabus materials or the bulk of the material presented in a session. Doing so infringes on the intellectual property rights of the speakers.
  - Engaging in rudeness or personal attacks.

