

NESA Event Terms and Conditions

(Applicable to All NESA Events)

By registering for and attending a NESA event ("Event"), you agree to the following Terms and Conditions.

1. Marketing & Communications

By registering as an attendee for this Event, you consent to receive email marketing communications from NESA. You may unsubscribe from these emails at any time.

1.1 In-Event Photography and Videography

NESA may capture photographs and/or video recordings during the Event for promotional and marketing purposes, including but not limited to use on websites, social media channels, publications, and future event materials.

If you do not wish to be photographed or recorded, you must:

- Select the relevant opt-out box during registration; and
- Advise the onsite Event Coordinator and/or photographer on the day of the Event.

While reasonable efforts will be made to honour your request, NESA cannot guarantee that you will not appear incidentally in crowd images.

1.2 Attendee List

NESA does not sell attendee data and only shares information in accordance with applicable privacy legislation.

By registering for this Event, your name, job title and organisation will appear on the attendee list, which may be shared with speakers, sponsors, exhibitors and other attendees. No contact details (such as email address) will be disclosed, unless explicitly consented to.

2. Registration and Payment Terms

- Full payment of registration fees is due at the time of registration, unless otherwise requested of and agreed to in writing by NESAs .
- Payment must be made within seven (7) days of registering for the Event or if registering within seven (7) days for the Event, at the time of registration.
- If the Event offers an early bird rate, payment must be made by the specified date. If full payment is not made by this date, an invoice may be reissued at the full rate.
- A tax invoice will be issued upon confirmation of your registration.
- All registration fees must be paid in full prior to the commencement of the Event to ensure admission, unless otherwise agreed in writing by NESAs.
- Where payment is not received by the due date, NESAs reserves the right to cancel the registration.

3. Cancellation Policy

All cancellation requests must be submitted in writing to accounts@nesa.com.au and must be acknowledged by NESAs to be valid.

If a cancellation request is received past the invoice due date, a \$150 administration fee per registrant will still apply and remains payable.**3.1 Cancellations Received Four (4) Weeks Prior to the Event**

Cancellations received by four weeks prior to the Event date will receive a full refund, less a \$150 administration fee per registrant.

3.2 Cancellations Received Two (2) Weeks Prior to the Event

Cancellations received two weeks prior to the Event date will forfeit 50% of the total registration fee. If the registrant is unable to attend, a substitute delegate from the same (or affiliated) organisation is welcome, in accordance with Term 5.

3.3 Cancellations Within Two (2) Weeks of the Event

Cancellations received within two weeks of the Event date will forfeit 100% of the total registration fee. If the registrant is unable to attend, a substitute delegate from the same (or affiliated) organisation is welcome, in accordance with Term 5.

3.4 Non-Attendance

Refunds will not be provided for:

- Failure to attend the Event
 - Attendance for only part of the Event
 - Late arrival or early departure
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4. Changes to Registration

Requests to amend registration details must be submitted in writing to **accounts@nesa.com.au**.

NESA will endeavour to accommodate changes where possible but cannot guarantee availability (e.g., dietary requirements, session selections, ticket categories) after specified deadlines.

5. Transfer of Registration

Registrations may be transferred to another person within the same (or affiliated) organisation.

Transfer requests must:

- Be submitted in writing to **accounts@nesa.com.au**
- Be received no later than two (2) working days prior to the Event
- Be acknowledged by NESA

The original registrant and/or organisation remains responsible for any outstanding fees.

6. Event Changes

NESA reserves the right to make changes to the Event program, speakers, venue, or format where necessary. In the event of unforeseen circumstances, including but not limited to force majeure events, NESA reserves the right to postpone, reschedule, or cancel the Event.

Where an Event is cancelled by NESA, registrants will be notified and refund arrangements will be communicated accordingly. Other costs to delegates including flights and accommodation will not be covered by NESA.

7. Acceptance of Terms

By completing your registration, you acknowledge and agree that:

- I agree to the NESAs Event Terms and Conditions.
 - I do not wish for my photograph or video image to be used in NESAs marketing materials.
 - I do not consent to my contact details being shared with Event sponsors or approved third parties.

 - I agree to not use AI tools or automated systems to record, transcribe, summarise or retain any content from this Event.
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