

# Terms and Conditions for the Diversity and Inclusion in Sport Forum

## REGISTRATION

We require full payment of registration fees prior to the forum. Registrations are being handled through Eventbrite. There are no hidden or additional costs and the registration fee includes access to the full day program, all catering and program materials during and post the forum. Once registration is received we will issue a confirmation receipt/tax invoice and a place will be held for your attendance. The deadline for registrations is 6.00 pm on Tuesday 8<sup>th</sup> October 2019. Once the available 180 delegate places have been sold, registrations will close.

## CANCELLATIONS

Should you be unable to attend, a substitute delegate is always welcome but please let us know in advance. Alternatively, we will refund your registration in full. Simply contact us at [manager@playbytherules.net.au](mailto:manager@playbytherules.net.au).

We reserve the right to substitute a presenter or change the content of the forum at any time without notice. If we cancel the forum for any reason, your remedy is limited to a refund of the registration fee.

## PRIVACY

We may occasionally contact you primarily for the purpose of informing you about forum arrangements. We may also disclose information about you to our organising partners for such purposes. We will not pass on your details to any third party individuals or organisations not directly involved in the organisation of the forum.

## DIETARY REQUIREMENTS

We will make arrangements to cater for individuals with specific dietary requirements where possible. At the point of registration, please ensure that you have notified us of your dietary requirements.

## SPEAKER/AUDIENCE DISCUSSIONS

The speaker/audience discussions will take a question time format under the Chatham House Rule. To ensure an interactive and engaging experience, the speakers will take questions from the floor throughout the sessions.

## HEATH, SAFETY and ACCESS

We are committed to ensuring that the health and safety of participants is always a priority and that everyone has equal access to all parts of the forum. At the beginning of the forum we will communicate a safety plan for all participants. Participants are expected to follow directions and/or the venue staff in the event of an emergency. At the point of registration, participants are required to inform the forum organisers of any health or other related information that will enable us to effectively meet any specific needs during the program experience.

We will provide sign language interpreters throughout the forum. Please let us know if you have any other specific access requirements prior to the forum.

## **LIABILITY**

The organisers and supporters of the forum are not liable for any losses or incidental costs incurred as a result of your participation in the forum. Further, we will not be liable for expenses such as the prepayment of travel, meals or accommodation incurred by a Registered Participant arising from the discontinuation or cancellation of the forum.

## **FILMING AND MATERIALS**

We are filming all the presentations and collecting as much recorded material as possible. It is likely that you will be filmed indirectly or directly during the forum. We may even ask you for a quick interview! By attending the forum you agree to us filming you either indirectly or directly and you give us permission to use that material for promotional or education purposes in the future.

## **More information**

If you would like any further information about the Diversity and Inclusion in Sport Forum contact us via email at [manager@playbytherules.net.au](mailto:manager@playbytherules.net.au)