

## Health Information Management Conference 2024 (HIMAA24) Terms & Conditions

The Australian Goods and Services Tax (GST) is applicable to all goods and services offered by the HIMAA24 Conference and all prices are inclusive of the GST. Furthermore, all rates are payable in Australian Dollars (AUD\$).

### Registration Inclusions:

1. Full registration:
  - a. Access to all program sessions 28<sup>th</sup> October – 30<sup>th</sup> October 2024
  - b. Name badge and lanyard
  - c. Access to the Congress mobile app
  - d. Catering on all three conference days
  - e. Exhibition access during opening hours
  - f. Social functions (Welcome Reception and Gala Dinner)
2. Day registration (Day registration entitlements are allowed only for the specified registration day (Monday, Tuesday, or Wednesday):
  - a. Access to all program sessions for the day
  - b. Name badge and lanyard
  - c. Access to the Congress mobile app
  - d. Catering for the day of registration
  - e. Exhibition access during opening hours
3. Half day registration (only available for the half day where the clinical updates are scheduled)
  - a. Access to all program sessions for the specified half day
  - b. Name badge and lanyard
  - c. Access to the Congress mobile app
  - d. Catering for the morning or afternoon tea during the half day
  - e. Catering for the lunch immediately prior or after the half day
  - f. Exhibition access during the half day

### Registration Payment:

All payments will be made to the Health Information Management Association of Australia Ltd (HIMAA).

#### *Payment Options:*

1. Credit:
  - a. The preferred payment method is credit card. Accepted credit cards are Visa, MasterCard and American Express. Please note all transactions will appear on your statement as HIMAA 2024 Conference
  - b. Credit Card surcharge of 1.8 - 2% applies to all credit card payments.
2. EFT payment:
  - a. EFT options are available for organisations to process their registration.
3. For alternative payment methods, please contact the Congress Managers in writing through [himaa@conferencenational.com.au](mailto:himaa@conferencenational.com.au)

#### *Acknowledgements:*

Your registration and payment will be acknowledged via email with confirmation of your requirements according to your registration form. Your registration will not be processed or confirmed if payment does not accompany your form.

#### *Unpaid Registrations:*

In order to receive early bird rates, payment must be received by 31 July 2024. If payment has not been received before 1 August 2024, Early Bird Registration will be updated to Standard Registration and a new invoice will be issued and sent out.

Access to the HIMAA24 Conference will not be permitted if payment has not been received before Friday, 25 October 2024.

### Registration Amendments

- Registrations are transferable (name change) if you are no longer able to attend.
- Amendments to your registration must be advised in writing by the registered delegate to [himaa@conferencenational.com.au](mailto:himaa@conferencenational.com.au)
- One name change per registration is free of charge. Further name changes will incur an admin fee.
- All changes must be received in writing prior to the close of business 20th October 2024.

### Registration Cancellation Policy

- Cancellations must be advised in writing by the cancelling party to [himaa@conferencenational.com.au](mailto:himaa@conferencenational.com.au).
- A cancellation and admin fee will apply. See below for fees:

When you cancel	Admin fee	Cancellation fee
From registration launch to 29 Sept	\$125	10% of total invoice amount
From 30 Sept to 10 Oct (4 week before event start)	\$125	25% of total invoice amount
From 14 Oct to 20 Oct (2 week before event start)	\$125	50% of total invoice amount
From 21 Oct (1 week before event start)	\$125	100% of total invoice amount

- For late cancellations:
  - o In case of a medical emergency, a medical certificate must be provided within 72 hours of the medical emergency. Partial refunds will be considered.
- No refund will be given for non-attendance.
- The credit card surcharge will not be refunded for cancelled registrations.
- Cancellation of Social Events (if applicable): Payments are non-refundable after 29<sup>th</sup> September 2024.

### Privacy Statement

Australia operates under the Privacy Act 1988 (Cth), 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.

### The Conference Managers comply with these legislations and are committed to protect the right of the individual to privacy of their information.

ConferenceNational and HIMAA 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 ([himaa@conferencenational.com.au](mailto:himaa@conferencenational.com.au)) and we will promptly correct the information. You may also withdraw your consent for use of your information by advice to us in writing.

The personal information you provide during registration will be used to:

- Process your registration form, including confirming your HIMAA membership status if you have selected this membership type.
- Contact you in the event of cancellation.
- Contact you with information specific to this conference, such as the app or conference changes.
- Contact you with HIMAA information related to the conference.
- Enable your dietary needs to be met.

The Conference Managers may disclose the personal information which you provide in this form to external service providers, to whom we have contracted out functions such as printers, or catering companies, but only for the purposes outlined above.

Furthermore, the name, email address, and affiliation of attendees may be distributed to sponsors and attendees of HIMAA24.

**Insurance:** Registration to the conference does not include insurance. It is strongly recommended and your responsibility to have insurance to cover medical, travel and registration expenses in the event of unforeseen circumstances.

**Code of Conduct:**

The Organizer and host of HIMAA24 reserve the right to remove from the Event at any time any delegate or exhibitor deemed to be causing, or potentially causing, a disturbance or exhibiting disruptive or inappropriate behaviour. Such removal does not constitute a right to refund of any fees paid.

**ConferenceNational (Conference Organiser) Terms & Conditions:**

- ConferenceNational is the conference organiser contracted by HIMAA.
- ConferenceNational will be in charge of handling registrations for the HIMAA24 conference.
- ConferenceNational will contact delegates regarding registration confirmation, payments, updates, other details of the conference.
- ConferenceNational is dedicated to keeping your details private. Any information we collect in relation to you is kept strictly secure. We do not pass on, sell, or swap any of your personal details with anyone. We use this information to identify your registration only.
- Registration payments will not go through ConferenceNational, however, it will be directly processed by HIMAA. No credit card data is hosted by ConferenceNational after payment has been processed.
- Registration Cancellation: As ConferenceNational is hosting the registration, cancellations must be advised in writing to ConferenceNational via [himaa@conferencenational.com.au](mailto:himaa@conferencenational.com.au) to be able to be processed.
- For any questions or concerns, ConferenceNational can be contacted by calling 1300 79 20 30.

**Covid-19 Policy:**

- We recommend following the advice of the Federal and/or State Government Covid guidelines and health directions. If you are unwell or have COVID and/or cold and flu like symptoms, you are asked not to attend the in-person event. Please refer to our cancellation and refund terms for further details. For more information visit: [www.australia.gov.au](http://www.australia.gov.au)
- Should you travel to attend this event, you acknowledge that you do so at your own risk and are responsible for ensuring you adhere to all State, Federal and Local government requirements, health orders and restrictions. You acknowledge that by travelling at your own risk the HIMAA24 conference organisers will not be held liable for any additional costs or losses incurred due to changes in travel restrictions. This includes but is not limited to expenses and losses such as mandatory hotel quarantine, loss of business or business opportunity and extended accommodation requirements due to border closures. Any such costs and/or losses incurred or suffered by the presenter are the responsibility of the individual attendee.