



Australasian Marine Pilots Institute

EVENTS TERMS AND CONDITIONS

AMPI EVENTS TERMS AND CONDITIONS

In addition to the general terms listed below there may be additional terms and conditions for the Australasian Marine Pilots Institute's (AMPI's) major events. These terms will be listed on the AMPI website.

GENERAL EVENTS TERMS AND CONDITIONS

All prices are inclusive of GST and due to Australian Taxation Laws all payments to AMPI including from international sources must include GST.

1. **Behaviour**

- 1.1. AMPI reserves the right to prohibit entry of any person to an AMPI event, or eject any person from an AMPI event based on behaviour deemed inappropriate by AMPI event organisers and/or the executive and others working under its authority.
- 1.2. Canvassing by delegates is strictly prohibited at AMPI events and forums. Promotional materials may not be distributed at the event/forum except by event sponsors. Delegates violating this policy will be asked to leave the event and AMPI members may have their membership revoked.

2. **Cancellation policy**

- 2.1. Cancellations must be received in writing two weeks before the event start date unless stated otherwise in the specific event terms and conditions.
- 2.2. An administration fee of \$50 will apply for all event cancellations. Any additional cancellation fee's will noted in the specific event terms and conditions.
- 2.3. No refunds will be given after the registration closing date.

3. **Image release**

- 3.1. In registering for AMPI events and conferences, delegates and attendees grant permission to AMPI, its agents and others working under its authority, to take and to have full and free use of video/photographs containing their image/likeness.
- 3.2. It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for AMPI.
- 3.3. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from AMPI in respect of their image/likeness or its use.
- 3.4. Delegates release, discharge, and hold harmless, AMPI and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of anything contained in the photographs or video.



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3.5. Should a delegate not agree to the above image release, they must advise AMPI in writing by contacting admin@ampi.org.au.

4. Invoices

- 4.1. When you complete and sign your copy of the registration form, or submit your registration online; a tax invoice in compliance with ATO requirements will be generated. This can be used to make payment by Electronic Funds Transfer, PayPal or cheque and you can keep this completed form on file for your tax records. You must make reference to the invoice and/or delegate attending.
- 4.2. Electronic Funds Transfer (EFT): If paying via EFT, a completed copy of the registration form along with a remittance advice is needed in order for the registration to be processed by AMPI.
- 4.3. Payment by EFT, PayPal and cheque, may not be accepted after the registration closing date. Your registration is not confirmed until you have received a receipt and confirmation email from AMPI.
- 4.4. **AMPI prefers payment by EFT or Paypal**

5. Payment

- 5.1. To avoid disappointment, ensure you pay for your booking(s) before the registration closing date. Anyone that has not received a confirmation email will not be on the event attendance list and therefore will not be admitted to the event.

6. Privacy notice

- 6.1. AMPI is concerned with the protection of your privacy. We support the privacy principles contained in the Privacy Act 1988 (Cth), as amended.
- 6.2. Your personal information is stored for the reasons stated in AMPI's privacy policy ([here](#))

7. Program

- 7.1. AMPI reserves the right to change the program at any time. Every effort will be made to ensure a program of equivalent standard.

8. Continuing Professional Development (CPD)

- 8.1. AMPI members and delegates who register for AMPI events will be provided with an attendance certificate, which will should be recognised by most CPD programs. AMPI CPD subscribers or full AMPI members are responsible for the updating of their AMPI CPD profile with this certificate. View the AMPI CPD Guide for details.
- 8.2. For all CPD queries, please contact cpd@ampi.org.au.

9. Attendance



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- 9.1. AMPI members who have registered for an AMPI event but are unable to attend, are responsible for notifying AMPI of non-attendance. Email admin@ampi.org.au.
- 9.2. Records of attendance are maintained on file by AMPI for auditing purposes.

10. Registration Notice

- 10.1. AMPI member registration rates are not transferable to non-AMPI members. By selecting a member registration rate, it is agreed that the registrant is a current financial member of AMPI (login required) and that the registration is made in the AMPI member's name only. A breach of this may result in a cancellation of an event registration and/or AMPI membership.

11. Registration and Payment

- 11.1. Payment in full is required by the event date in order to attend.

12. Sharing registrations

- 12.1. One registration may not be utilised by several individuals. Unless the Event Organiser has arranged this on a case by case basis.

13. Substitutions

- 13.1. Should a registrant be unable to attend, they may organise one substitute in their place. AMPI must be notified of all substitutions one week prior to the event so names can be changed with all event stakeholders. Refer to 'Registration Notice' above.

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