Science Teachers Association of Victoria (STAV)
TERMS AND CONDITIONS FOR EVENTS

Registration and Payment

- All registrations for events with ticketed prices must be accompanied by payment.
- Registrations organised via invoice must be paid in full at least 24 hours prior to the event.
- In the case of late registrations, a copy of the school purchase order and payment confirmation date must be provided by the school accounts department to STAV for a registration to be accepted.
- Member discounts apply to financial members of STAV at the time of purchasing registration.
- Pre-service teachers' registration is valid for full-time students only and must be accompanied by proof of full-time study.
- Where events have limited places available, registration is on a first-in basis.

Cancellations & Refunds

- All cancellations must be notified in writing to admin@stav.vic.edu.au
- For cancellations received:
    - More than 30 days prior to the event, 100% of the registration fee minus admin costs of $25
    - Less than 30 days but no more than 14 days prior to the event, 80% of the registration fee minus admin costs of $25
    - Less than 14 days but no more than 7 days prior to the event, 50% of the registration fee minus admin costs of $25.
- For cancellations received within 1 week of the event all monies paid are non-refundable.
- For special or extenuating circumstances, they will be considered accordingly.
- Refunds will not be granted if you fail to attend.
- Refunds are not available for any unused services.
- Substitutions may be accepted, please contact STAV at admin@stav.vic.edu.au to make any specific arrangements.

Event Changes

- STAV reserves the right to cancel the whole or part of an event or alter the content and/or speakers on any program. Registration fees paid will be fully refunded for wholly cancelled events. STAV is not responsible for any other expenses if an event is cancelled (whether in whole or part) and
- STAV may (at its sole discretion) suspend the Event and/or change the date or format for the Event for any reason, including moving to an online format. Registration will automatically be transferred, and no discount or refund will be offered.

Notice on associated events

- STAV is responsible for delivering various endorsed branded forums and industry events. All official events are included in the program available on the web site or the conference app.
- Any speaker, presenter, attendee, volunteer or sponsor wishing to utilise event logo or branding must ensure it is endorsed by STAV as a part of the event activities.
- Exhibitors and sponsors who would like to organise a concurrent event (launches, networking events, breakfasts) as part of a STAV event, and would like to use event marketing channels, are required to seek approval from STAV.

Delegate Conduct

- As a speaker, presenter, attendee, volunteer or sponsor (delegate), you are bound by your professional workplace, school or institution's Code of Conduct or standards in line with appropriate professional behaviour for the associated activity.
- Delegates are responsible for informing STAV of any dietary or other special requirements, sufficiently in advance to enable STAV to accommodate these requirements, or where this is not possible, inform the delegate accordingly.
- Delegates use of the event venue and associated facilities is at their own risk. STAV accepts no liability for any injury or loss of or damage to any equipment, materials or other belongings brought to the Venue, whether by fire, theft, accident or otherwise.

Privacy

- By submitting a registration form, delegates consent to STAV collecting and using their personal information to administer the event in accordance with STAVs privacy policy.
- Delegates acknowledge that they may be filmed, recorded and/or photographed by STAV, the media or other parties at the event, and consent to STAV using the film, sound and/or photograph for STAV promotion, publicity and advertising purposes.
- Delegates who do not wish to have their image/voice/likeness used must inform STAV staff at the commencement of the event.

General

- STAV is committed to continuous improvement and value your feedback. Post-conference satisfaction surveys will be issued following the conclusion of the event. If you have a compliment, complaint or specific feedback, please contact STAV directly on admin@stav.vic.edu.au