

## **Events Registration and Refund Policy-IWI**

### Fees and Refunds

1. All fees for IWI activities are published on the web site. Which may include a Allied health or Student price.
2. All registrations must be accompanied by payment. Until payment is received, the IWI will not guarantee your registration at the event. **Liability is limited to Ticketing only**
3. Registrants will be liable for payment in the event of non-attendance unless cancellation is made in accordance with our refund policy below.
4. A refund will be provided only if the Events Department is notified in writing at least 30 days (30) prior to the date of the event to the contact details below.
5. Conference registration may be cancelled, less a \$100 handling fee, up to thirty (30) business days prior to the activity in writing (emails will be accepted) with participants receiving a full refund less \$100.
6. Registrations cancelled less than thirty (30) business days prior to the commencement of the activity will not be refunded. A substitute attendee will be accepted.
7. If the situation arises where more than the maximum number of participants registers for an event IWI will give preference in order of receipt of registration. Unsuccessful registrants will be contacted by a IWI representative.

### Payments

8. Payments made via the IWI secure payment on the CVENT website for registration to the various conferences managed and created by Imaging Workshops International are collected by Imaging Workshops International. If you have any questions regarding your payments or if you require information regarding refunds contact us directly on email [lisamc@imagingworkshops.com.au](mailto:lisamc@imagingworkshops.com.au) or Phone +61408008078 .If you require information on our PRIVACY POLICY please review this in our

### **Terms and Conditions** page

### Confirmation

9. All registrants will be forwarded a confirmation email within 48 hours of receipt of the registration.
10. If you do not receive an email confirmation please contact IWI to ensure your registration has been received.

### GST Liability

11. All IWI Event activities are GST Inclusive unless otherwise indicated.
12. Tax invoices are generated upon request and emailed to the registrant.

### Cancellation of Event

13. IWI reserves the right to cancel or postpone a IWI Event to an alternative date. All reasonable efforts will be made to contact registrants affected by such a change when possible.

### **Liability is limited to Ticketing only**

### Feedback

14. Participants who are not completely satisfied when attending an IWI Event are requested to provide feedback to the IWI Events Department through the electronic evaluation or in writing to [Lisamc@imagingworkshops.com.au](mailto:Lisamc@imagingworkshops.com.au)