

ASIC Annual Forum and Dinner 2024 Registration Terms and Conditions

Overview

Please read these Terms and Conditions carefully as they apply to your registration, attendance and participation at the ASIC Annual Forum and the ASIC Annual Dinner 2024 (**Event**).

The venue for the Event is the **Hilton Sydney, 488 George Street, Sydney**. The Event will be held on **Thursday 14** and **Friday 15 November 2024**.

By registering, attending or speaking at the Event, you agree to be bound by the Terms and Conditions set out below, which form a legally binding agreement between you and the Australian Securities and Investments Commission, ABN 86 768 265 615 Event hosts (**ASIC**).

Huddle Agency Pty Ltd (**Huddle**), as an independent contractor is ASIC's official registration manager for the Event.

ASIC and Huddle are the Event Organiser for the Event for the purposes of these Terms and Conditions.

The Event Organiser reserves the right to publish changes to these Terms and Conditions at any time without prior notice.

These Terms and Conditions are governed by the laws of the State of New South Wales, Australia. The courts of that State and of the Commonwealth of Australia have non-exclusive jurisdiction over any matters arising under these Terms and Conditions.

Find more information on the ASIC Annual Forum webpage asic.gov.au/asicforum2024

Registration fees

All amounts shown below and to be paid are in Australian dollars (A\$) and inclusive of the Australian goods and services tax (GST).

Please note:

- Registrations will remain open until Thursday 7 November 2024, unless sold out prior.
- Early bird registration will close on Thursday 3 October 2024. Standard full fees apply after this date.
- Registration fees are not apportioned for individual sessions.

ASIC Annual Forum: 14–15 November 2024	Price ⁽¹⁾
Standard Early Bird – register by 3 October 2024	\$2,205
Standard Early Bird, group of 4 or more – register by 3 October 2024	\$1,975
Standard Full – registrations close 7 November 2024	\$2,575
Standard Full, group of 4 or more – registrations close 7 November 2024	\$2,340
Standard Corporate Shared ⁽²⁾ – registrations close 7 November 2024	\$2,780
Government ⁽³⁾ /IOSCO/Academic/Charity or Not-for-profits ⁽⁴⁾ Early Bird – register by 3 October 2024	\$1,835
Government ⁽³⁾ /IOSCO/Academic/Charity or Not-for-profits ⁽⁴⁾ Early Bird, group of 4 or more – register by 3 October 2024	\$1,605
Government ⁽³⁾ /IOSCO/Academic/Charity or Not-for-profits ⁽⁴⁾ Full – registrations close 4 November 2024	\$2,205
Government ⁽³⁾ /IOSCO/Academic/Charity or Not-for-profits ⁽⁴⁾ Full, group of 4 or more – registrations close 7 November 2024	\$1,975
Government ⁽³⁾ /IOSCO Academic/Charity or Not-for-profits ⁽⁴⁾ Shared – registrations close 7 November 2024	\$2,465
<p>Group of 4 or more – for every four or more paying attendees from the same organisation, a discount will apply to each ticket purchased (provided all attendees register in one group registration). Please note this applies only to fee paying individual attendee registrations and does not apply to shared Corporate/ Government/IOSCO/Academic/Charity or Not-for-profits registrations.</p>	
<p>(1) Includes daily arrival tea/coffee, morning tea, lunch and afternoon tea.</p> <p>(2) Registration can be shared with other individuals from the same organisation. One attendee only per session.</p> <p>(3) Australian federal, state or local government.</p> <p>(4) Only for organisations registered under the <i>Australian Charities and Not-for-profits Commission Act 2012 (Cth)</i></p>	
ASIC Annual Dinner: 14 November 2024	Price
ASIC Annual Dinner (per person)	\$230
Corporate Table (table of 10)	\$2,100

Registration process

Register online via the ASIC Annual Forum webpage asic.gov.au/asicforum2024. All mandatory fields must be completed.

Only completed registration forms will be accepted. Registration is complete only when the specified fee is credited or received in full into our bank account.

The deadline for registration is Thursday 7 November 2024, unless sold out. No registrations will be processed after this date.

If you choose to remain anonymous or use a pseudonym under privacy law or do not supply any requested information, in respect of the registration process for the Event, then your registration may be rejected as incomplete or invalid. The result of this is that you may not be able to attend the Event.

Corporate shared registrations

Conditions of corporate shared registrations are as follows:

- One attendee per corporate shared pass is permitted to attend one session only at any given time.
- Entry to sessions will not be permitted without a shared pass.
- Failure to return a shared pass to the registration desk after a session will incur a \$25.00 (inclusive of GST) replacement fee, payable by the next pass holder upon collection.
- Loss of a shared pass will incur a \$25.00 (inclusive of GST) replacement fee.

Why register early?

The Event venue has a maximum capacity for attendees, based on our estimates of attendee numbers. Access is not guaranteed, as demand for attendance may exceed our estimates.

We recommend that you register early to secure access and assist with our planning and communication.

Transfer of registration

All fully paid registrations are transferable to other persons from the same organisation.

Transfers can be made by the registered person in writing to Huddle at asicannualforum@huddle-agency.com.au no later than Tuesday 15 October 2024. Details must include the full name of the replacement person, their title, contact phone number and email address. All other registration details will be carried over to the new person/s unless otherwise specified.

Transfer of registrations to another person/s will include the registration to the forum and dinner, if applicable.

Should the new attendee/s not require an item (e.g., dinner attendance) previously booked by the original attendee, the cancellation and refund policy for the item cancelled will apply.

Event registration manager

The official Event registration manager is Huddle, an independent contractor. Huddle will process the Event registration payment.

Payment for accommodation is separate and payable directly to the respective hotel.

Your express consent is essential for the collection, handling, disclosure and use of your personal information under the *Privacy Act 1988* (Cth). Please read the [ASIC Privacy Policy](#) and [Huddle's Privacy Policy](#) to provide your informed consent.

Payment methods

Full payment in Australian currency is required at the time of registration, without any deduction for any currency conversion, GST or VAT, or other transaction charges.

Credit card

All attendees must pay by credit card. The accepted credit cards are MasterCard, Visa and American Express.

All credit card transactions will appear on your statement as payment to Event by Huddle or Huddle Agency.

The fees include credit card charges for our acceptance of credit card payment. You will be redirected to a secure payment site and issued with an invoice upon confirmation. Please retain your invoice number as a payment reference.

Taxation

Registration fees are inclusive of 10% GST. Overseas attendees are responsible for clarifying their taxation status and complying with obligations under their domestic laws.

Attendees' travel responsibilities

You are responsible for arranging your own accommodation, flights and other travel arrangements.

For international attendees, please note that:

You are responsible for all relevant travel documentation, travel and health insurance and foreign currency conversions, including but not limited to complying with applicable migration, quarantine and biosecurity laws when applying for and obtaining a visa to travel to Australia for the purposes of attending the Event.

If you require an entry visa to Australia, you should allow sufficient time for visa application to ensure your timely departure for Australia and to avoid a cancellation fee if visa entry is denied. Any queries about visa requirements for travel to Australia must be directed to the [Department of Home Affairs](#).

Accommodation

Huddle has sourced several accommodation options to suit a variety of needs and budgets, all located within a 5-10 minute walk from the Event venue (Hilton). Bookings should be made with each hotel directly via the website link provided on the event registration site and confirmation email. Where special group rates have been obtained for the forum, Huddle has provided a link and details as to how to apply this discount during the booking process. Please refer to the Hotel Suggestions section of the Event registration summary page for all information required to make a booking at one of the recommended properties.

For further information, please contact asicannualforum@huddle-agency.com.au, accommodation arrangements booked by the attendee as part of the registration process are a matter between the attendee and the relevant accommodation provider. This means that ASIC and Huddle are not responsible or liable for, or otherwise directly or indirectly related to or connected with, any of those accommodation arrangements.

Cancellation policy

An attendee unable to attend the Event may elect another person to attend in their place and that notification must be received by the Event Organiser no later than Thursday 31 October 2024.

Any cancellation or refund request received by ASIC on and after Thursday 10 October 2024 will attract a cancellation fee as set out in the below table in accordance with these Terms and Conditions.

The following cancellation fees will apply:

Cancellation	Cancellation Fee
On or before Thursday 10 October 2024	A\$150.00
From Friday 11 October 2024 to Wednesday 23 October 2024	50% of your registration fee and, (if applicable) your full dinner ticket fee
From Thursday 24 October 2024	No refund
For medical emergencies caused by an event or events beyond the attendee's control. Please note that this does not apply to the Annual Dinner after Thursday 31 October 2024.	At ASIC's sole and absolute discretion and subject to the provision of a medical certificate, a hospital letter using its letterhead or any other equivalent medical advice to verify that medical emergency has resulted in the attendee's non-attendance of the Event, ASIC may offer a full refund.

Registration fees are not apportioned for individual sessions. Therefore, if a particular session is cancelled due to a non-attendance of the speaker, a lack of space at the Event's venue, for any force majeure related event, or any event that is beyond the reasonable control of ASIC, no refund will be granted to the attendee for that particular session.

Refunds (less applicable administration fees, set out in the table above) will be processed no later than 30 days after the conclusion of the Event.

If your application for a visa to enter Australia is unsuccessful, the above cancellation terms apply.

Cancellation and refunds for accommodation bookings are at the discretion of the accommodation provider.

Non-attendance/no-shows

No refund will be made for non-attendance at the Event or the dinner.

Change of the in-person event to a virtual-only event by ASIC or Huddle

If ASIC determines, at its sole and absolute discretion, that the in-person Event cannot go ahead due to government restrictions on travel or gatherings, the Event will be delivered fully online via a virtual platform.

All in-person registrations will be converted to virtual registrations. If the Attendee does not wish to attend virtually the above cancellation terms apply.

Registration fees paid for the Dinner will be refunded to attendees without the need for attendees to contact the Event Organiser.

Modification, cancellation, postponement or change of registration of the Event by ASIC or Huddle

ASIC reserves the right to make changes to the Event's program, including presenters and sessions, where necessary.

In the unlikely event that a presenter withdraws, ASIC may at its absolute and sole discretion make appropriate decisions in response to this in the best interest of the Event. Please note that this will not include refunds but may include changes to the program and cancelling or re-arranging sessions.

It may be necessary, for reasons beyond the control of ASIC or Huddle, to alter the times, dates, itineraries or speakers of the Event.

If the Event is cancelled or postponed by ASIC for any circumstances beyond the reasonable control of ASIC or for any other reasons, then ASIC's maximum liability is limited to a refund of the Event Registration Fees and ASIC has no additional liability for travel, hotel, or any other incidental costs or expenses whatsoever. For the purposes of this paragraph, "circumstances beyond the reasonable control of ASIC" include acts of terrorism, war or God, natural disaster, global health crisis, industrial action by a third party, or a government mandatory legal order or directions.

In the event of postponement of the Event, if the attendee is willing to attend the rescheduled event, we will transfer the registration and guarantee the same conditions and registration entitlements at the rescheduled event.

Please see the Event FAQs for more information.

Religious, cultural and dietary requirements

Attendees should make their own enquiries if they require access to any religious or cultural facilities at the Hilton or any other hotels during the Event.

The Event Organiser will make reasonable efforts to cater for dietary requirements identified in the attendees' registration process, but the Event Organiser does not guarantee all dietary requirements will be met and reserve its rights to offer reasonable alternative substitutes to any affected attendees.

Privacy statement

The Event Organiser is required to comply with the requirements of the *Privacy Act 1988* (Cth) when handling your personal information. ASIC reserves the right to modify or amend this privacy statement or the relevant collection notice (see below) at any time, provided that the modifications or amendments comply with the applicable laws.

Attendees must acknowledge they have read and understood the ASIC Annual Forum 2024 Privacy Collection Notice, [ASIC's Privacy Policy](#) and [Huddle's Privacy Policy](#).

Collection of personal information

The Event Organiser will collect attendees' name, contact details, gender, organisation, position, emergency contact details, dietary and accessibility requirements.

Attendees are responsible for ensuring they provide the Event Organiser with accurate, up-to-date, and complete personal information that is reasonably necessary, or directly related to their registration and participation in the Event.

Purpose of collection

The Event Organiser will collect, use, and disclose your personal information to:

- record and manage your registration and attendance at the Event for example to arrange your payment, accommodation, safety and security for you at the Event;
- assist us in the administration of the Event including collating a list of attendees to circulate (as necessary) to other attendees, presenters, and to our Event partners to deliver the Event allow you to participate in the Event activities;
- invite you to future ASIC Annual Forums and other stakeholder engagement events that we host; and
- compile and analyse statistics about the Event.

Web app platform

The Event Organiser collects your personal information from you or your authorised representative on the web app platform.

Attendees are responsible for their attendee profile setup, privacy preferences, their profile's visibility to other attendees on the attendee list, and technical requirements to properly use the platform.

Disclosure of personal information to third parties

The Event Organiser may disclose your personal information to other attendees (if you have elected for us to do so), presenters and third-party service providers for the Event.

The Event Organiser will not otherwise, without your consent, use or disclose your personal information for any purpose unless it is as required or authorised by law or the Attendee would reasonably expect that the Event Organiser would use or disclose the information for that purpose and such purpose is related to the offer, provision and improvement of the Event.

Confidentiality, privacy consent and intellectual property use

Attendees consent to the collection, use, and disclosure of their personal information in accordance with the ASIC Annual Forum 2024 Privacy Collection Notice, [ASIC's Privacy Policy](#) and [Huddle's Privacy Policy](#).

If an attendee is in a country that is a member of the European Economic Area, their consent includes the Event Organiser's collection and processing of their personal data under the [European Union's General Data Protection Regulation 2016/79](#) for the above purposes, as they relate to the Event Organiser's offering of services and the monitoring of attendee registration and payment related to the Event.

Attendees acknowledge that any and all information provided by attendees to the Event Organiser for the purposes of registration for the Event are neither confidential nor protected information for the purposes of section 127 of the *Australian Securities and Investments Commission Act 2001* (Cth). The Event Organiser may use, store and disclose that information for any purposes related to the Event as set out in these Terms and Conditions.

By registering for this Event, all attendees grant permission to ASIC, the hosts and its agents, to take photographs at the Event to reproduce and to distribute in associated educational, news or promotional materials and other associated publications, whether in print, electronic or other media, including the Event website. By participating in the Event, attendees permit the Event Organiser to use, reproduce and distribute photographs taken of attendees for such purposes and waive their legal rights to pursue any cause of action against ASIC related to such photographs. If attendees have any concerns regarding the use of photographs taken of them during the Event, they should see the registration desk during the Event or contact the Event Organiser at asicannualforum@huddle-agency.com.au before the Event date.

It is understood these images may be used for promotional, news, online/multimedia, research and/or educational purposes by and for ASIC. Attendees agree that they are not entitled to remuneration, residuals, royalties, or any other payment from ASIC in respect of their image/likeness or its use. Attendees agree to release, discharge, and hold harmless, ASIC and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of anything contained in photographs or video taken in connection with the Event. Should attendees not agree to the above image release, they must advise the Event Organiser.

Insurance

Registration fees do not include insurance of any kind. It is strongly recommended that attendees take out insurance at the time of registration to include any eventuality, including but not limited to:

- personal property, health and medical expenses, injury, death and any other risks associated with the attendee's registration and attendance at the Event;
- any costs or damages caused or contributed to by the attendee for ASIC and any other third parties in relation to the Event; and
- loss of fees through cancellation of any attendee's participation in the Event or through cancellation of the Event, loss of airfares through cancellation for any reason including airline or related services strikes, loss or damages to personal property, force majeure or any other reason.

Liability

Attendees agree that their attendance at the Event is at their own risk.

Attendees agree not to hold ASIC or Huddle liable for any losses, damages, expenses, costs, claims or liabilities suffered or incurred by attendees including consequential or indirect losses or loss of profit through registering for the Event, attending the Event (whether in-person or virtually), cancellation or postponement of the Event, failure of the Event to achieve your expectations, or for any error or omission by ASIC or Huddle.

For avoidance of doubt, neither ASIC nor the Event Organiser are liable or responsible for any information, data or material provided or contributed by you for the registration process, and attending and participating in the Event, including but not limited to your interactions and dealings with the Web App. It is your responsibility to ensure any information, data or material provided or uploaded by you or connected to your profile on the Web App is appropriate, complete and accurate in all the circumstances.

Attendees agree not to hold ASIC or Huddle liable or responsible for any personal injury (i.e. physical, psychological or emotional stress) or any loss or damage to personal property.

Event proposals and other speaker materials express the views of the relevant speaker(s) or author(s) alone. They do not necessarily represent the views of ASIC. Event materials must not be construed or be substituted for legal opinion or professional advice, rather they are general information only not to be relied upon. ASIC cannot accept liability for advice given, or views expressed, by any speaker at the Event or in any material provided to the attendees.