

# Terms & Conditions of Registration - MoodleMoot Australia 2019

These are the Terms and Conditions that form part of the registration to the MoodleMoot conference between Moodle Pty Ltd ABN 55 116 513 636 (referred to as Moodle) and the party whose name appears as the Delegate on Registration.

## Registration

Submission of an online registration is regarded as a firm booking (subject to availability) and acceptance of these terms and conditions by the Delegate to Moodle. Registration payment covers:

- attendance at keynote and regular presentations (if applicable)
- workshops (if applicable)
- welcome reception on the first day (if applicable)
- Moodle Party (if applicable)
- tea, coffee, morning tea, lunch and afternoon tea each day

The conference registration fee does not include accommodation, ground transport, airfares or any other travel costs, meals outside the conference nor other incidental costs. To qualify for early bird registrations Registration must be completed by 31st May 2019 and payments must be **completed by 7th June 2019**.

## Sharing registrations

A registration is for one individual to attend the event. One registration may not be utilised by several individuals.

## Cancellation Policy

All cancellation requests must be made in writing to Moodle. Cancellations of registration must be by letter to Moodle at Level 2, 18 Richardson Street West Perth attention MoodleMoot Australia or by email to [mootau@moodle.com](mailto:mootau@moodle.com). If a cancellation notice is received more than 15 days before the conference (before or on 16 June 2019), a refund will be provided less an administration fee of \$100. If a cancellation notice is received 14 days or less before a conference, no refund will be given.

## Non-Attendance

No refunds will be made due to non-attendance.

## Transfer of Registration

Transfer of your registration to another person is acceptable. The full name and details of the person that will replace you must be completed prior to the conference. Please email [mootau@moodle.com](mailto:mootau@moodle.com) to organise transfer of registration.

## MoodleMoot Program

Moodle reserves the right to make alterations to the program, date and/or venue at any time without prior notice.

## Payment Terms

All registration fees are payable in advance of the conference and entry to the conference may be denied in the event that registration fees (or a portion thereof) are unpaid prior to commencement of the conference. Accepted payment options include:

- Credit Card
- PayPal

- Invoice (Bank transfer)

All amounts are shown on the MoodleMoot site are in Australian Dollars (AUD) exclusive of Goods and Services Tax (GST) and event service charges.

## Special Dietary/Physical Requirements

Will not be catered for unless requested before the event registration closing date. Please note your requirements on your registration form or by email.

## Privacy Statement

The conference will collect and store information you provide in this registration form for the purposes of enabling us to:

- register your attendance at the conference;

- assist with administrative and planning purposes;
- plan and develop conference and other events in the future;
- facilitate your requirements in relation to the conference;
- allow the compilation and analysis of statistics relevant to the conference; and
- invite you to future events.

The information that you provide in the registration form and information provided at any other time during the conference, including without limitation any feedback obtained during the conference, will be used by the conference to offer, provide and continue to improve its conferences. The conference may disclose some of the information that is collected in the registration form such as your name, your organisation and its location and your email address to third parties providers to process the payment of fees and taxes obligations. Moodle will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the conference or where such purpose is permitted or required by law. All personal data collected are internally processed only by designated Moodle staff members and stored on servers which abide by Moodle security rules and standards. If you wish to verify which personal data is stored by Moodle, or access, correct or delete your personal data stored, please get in touch with us at the following email address: [privacy@moodle.com](mailto:privacy@moodle.com)

### **Photography & Filming**

For promotional purposes, there may be photography and video production taking place during the conference/event. Delegates who do not wish to be filmed or recorded should advise the conference organisers.

### **Speakers**

Views expressed by the speakers are their own. Moodle cannot accept liability for advice given, or views expressed, by any speaker at the conference/event or any material provided to delegates.

### **Additional Speaker Terms & Conditions**

Moodle may use speakers names' and presentation materials when promoting delegate attendance at the conference. Presentations and associated materials will not be returned unless specifically requested Moodle may record or video the speakers session and this may reproduced or sold to delegates or those who were unable to attend. Speakers who do not wish to be filmed or recorded should advise Moodle.

### **Waiver of Liability**

Delegates are required to comply with the rules and regulations governing the applicable venue and/or accommodation. Any property Delegates bring to the venue and/or accommodation is at their own risk. Moodle accepts no liability to any any loss, injury or damage whatsoever, from any action or cause whatsoever undertaken, organised or sponsored by Moodle. Delegates shall indemnify Moodle for any costs, losses, or damages that Moodle pays to the venue or any other supplier connected to the event following breach by any of the Delegates of the relevant rules of the venue.

### **Insurance**

Insurance of any kind is NOT included in registration fees - it is advised that delegates take out appropriate health and travel insurances prior to travelling.

### **Event Cancellation**

Moodle reserves the right to cancel the event or parts of it at any time at its sole discretion. In the event of such a cancellation, Moodle will refund any registration fees paid, direct to the delegate upon proof of purchase, and this refund shall be the full extent of Moodle's liability to the delegate arising out of such cancellation. In the event of cancellation, Moodle will use reasonable endeavours to alert those who have booked to attend an event or purchased tickets and details of any cancellation will be posted on the appropriate event website. Delegates are responsible for checking this information prior to the event. Should you require clarification on any aspect of the event or these terms and conditions please contact Moodle using the details below: Moodle Pty Ltd Level 2, 18 Richardson Street West Perth Australia 6005 [mootau@moodle.com](mailto:mootau@moodle.com)