

Registration Terms & Conditions

All registrations are to be sent to:

FPA 2011 National Conference Office

Financial Planning Association
GPO Box 4285
Sydney, NSW 2001
Ph: 1300 337 301
Fax: 02 9220 4580

For information or assistance please call 1300 337 301 or email events@fpa.asn.au

Registration Amendments

Notification of any amendments must be sent in writing to the Conference office. The following amendment fees will be charged to cover additional administrative costs:

Registration Amendments	Administration Fee
Up to the commencement of the conference	\$50 per change (including name change)

Registration Cancellation

Notification of any cancellation must be sent in writing to the Conference office. The following administration fees will be charged to cover additional costs:

Registration Cancellation	Refund Policy	Administration Fee
Before Friday 14 October	Full refund less administration fee	\$150
After Friday 14 October	No refund except in exceptional circumstances at the FPA's sole discretion, less administration fee where refund is applicable.	\$150 fee when a refund is applicable.

Delegates may transfer their registration to another person up to the commencement of the conference for an administration fee of \$50 per change. The Conference Office must be notified in writing of any registration transfers or cancellations.

Networking Tickets Cancellation

Notification of any networking ticket and/or ground transfer cancellation must be sent in writing to the Conference office. The following administration fees will be charged to cover additional costs:

(Networking tickets include Conference Breakfast, Networking Reception, and Student & Future Planner Breakfast)

Networking Tickets Cancellation	Refund Policy	Administration Fee
Before Friday 14 October	Full refund less administration fee	\$15
After Friday 14 October	No refund except in exceptional circumstances at the FPA's sole discretion, less administration fee where refund is applicable.	\$15 fee when a refund is applicable.

Gala Dinner Ticket Cancellation

Notification of any Gala Dinner ticket cancellation must be sent in writing to the Conference office. The following administration fees will be charged to cover additional costs for separately purchased Gala Dinner tickets (ie, those not included in registration fees):

Gala Dinner Ticket Cancellation	Refund Policy	Administration Fee
Before Friday 14 October	Full refund less administration fee	\$50
After Friday 14 October	No refund except in exceptional circumstances at the FPA's sole discretion, less administration fee where refund is applicable.	\$50 fee when a refund is applicable.

Accommodation Amendments & Cancellation

Notification of any amendments or cancellations must be sent in writing to CiEvents at fpanationalconference@cievents.com.au. Amendments include any change to the accommodation booking, including name changes. If room nights are cancelled from the original booking, the CiEvents amendment fee will apply as well as any cancellation fees at the discretion of the property's terms and conditions. Please contact CiEvents for a full list of cancellation and amendment fees.

Confirmation of Registration

All registrations will be acknowledged by email upon receipt of full payment. The details contained in the FPA confirmation email serve as your Tax Invoice. Please note that registrations will not be processed unless accompanied by full pre-payment.

Due Diligence

The Financial Planning Association of Australia Limited does not have a duty of due diligence with respect to presenters or supporters and makes no endorsement of any presenter or product. Conference attendees will assume all risk for damages to their person or property arising out of attendance unless directly arising from the negligence of the Financial Planning Association of Australia Limited.

FPA Events Policy

This policy applies to all events conducted by FPA or its Chapters and covers cancellation, exclusion of liability and indemnity, as well as dress and conduct.

By making this booking and providing payment for the event, you confirm your agreement with the FPA Events Policy. FPA will only reimburse paid registration fees if the event is cancelled by the FPA. FPA is not responsible for any direct or indirect costs incurred by the attendee if the event is cancelled.

By attending this event, you acknowledge that photography and filming (both visual and audio) may be conducted. The photographic and recorded materials may be used by the FPA on its website and / or in FPA promotional materials. By attending the Conference, you release the FPA to use the recorded materials for promotion in this matter.

Payment

Registration payments can be made as follows:

- MasterCard, Visa and AMEX (No merchant fee will be charged).
- Cheque/bank draft made payable to 'Financial Planning Association of Australia Limited'. (Please print the delegate name and organisation on the back of the Cheque/bank draft).

Refunds

Refunds will only be reimbursed via cheque or EFT. Refund processing times may take up to 6 weeks to complete and the FPA appreciates your patience in this matter.

Travel Insurance

The FPA registration fees do not include personal travel insurance of any kind. Travel insurance is the individual's responsibility to manage.

The Financial Planning Association of Australia Limited, its employees and officers including the FPA National Conference Committee and the FPA Conference Office do not take any responsibility for any delegate failing to purchase comprehensive Travel Insurance.