

EDUCATION EVENTS DISCLAIMER AND CANCELLATION POLICY

1. Photography Disclaimer

The New South Wales Operating Theatre Association Inc. (**NSW OTA**) takes photographs at the Annual NSW OTA Conference, Professional Education Days (**PEDs**) and Trade Exhibition Conference to create a pictorial history of these events. These photographs may be published by NSW OTA Committee members, including but not limited to the NSW OTA Website, the NSW OTA SuiteTalk newsletter, or used in digital media platforms such as NSW OTA Twitter and NSW OTA Facebook. If NSW OTA members and guests are photographed, reproduction of images on such platforms will be considered to be implied.

NSW OTA respects the rights of its members and guests to elect not to be photographed. Should you wish not to be included in any photographs, then we advise you to notify the photographer, and stand clear (ideally behind) the area being photographed until the area is clear of the photographer.

2. Privacy

Personal information, as defined under the national privacy legislation, The *Privacy Act 1988* (Cth), will be treated in accordance with the Australian Privacy Principles and only shared with related or third parties in accordance with those principles.

* When registering for an event, please acknowledge the section relating to privacy if you do not wish for your personal information to be included in the published delegate list.

3. General information

Program

Every effort has been made to present all the information contained in this program as accurately as possible. The NSW OTA, the Organising Committee, and any of its agents act only to procure and arrange these activities and do not accept responsibility for any act or omission on the part of the service providers. No liability is accepted for any inaccuracy or misdescription, nor for delay or damage, including personal injury or death, howsoever caused resulting from or arising out of reliance upon any general or specific information published in this brochure.

In the event of unforeseen circumstances, the organising committee reserves the right to change any or all of the detail contained in this brochure.

The views, information, or opinions expressed during NSW OTA Education events are solely those of the company providing the education or of the individuals involved and do not necessarily represent those of NSW OTA Inc.

Personal Insurance

Participants shall be regarded in every aspect as carrying their own risk for personal injury or loss of property, including loss of baggage, during the NSW OTA Annual Conference or PEDs. We strongly recommend that, at the time of booking your travel and tours, you take out a travel insurance policy of your choice. The policy taken should include loss of accommodation monies paid through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption to accommodation or travel arrangements due to business failures, strikes, or other industrial action. The organisers are in no way responsible for any claims concerning insurance.

* When registering, please acknowledge the section relating to the NSW OTA Education Event Cancellation Policy.

Liability

In the event of industrial disruptions or service provider failures, neither the NSW OTA, the Organising Committee, nor any of its agents accept any responsibility for losses incurred by delegates and partners.

Adapted from the Australian College of Perioperative Nurses (ACORN) (permission provided Oct 2016).

4. Cancellation Policy

If a participant in either the Annual NSW OTA Conference or a PED wishes to cancel the registration for that event, the participant must notify NSW OTA in writing to info@ota.org.au.

The notification of the cancellation must be received by NSW OTA at least:

- in the case of the Annual NSW OTA Conference or Trade Exhibition Conference, thirty (30) days before the event; or
- in the case of a PED, fourteen (14) days before the event,

otherwise full charges will be payable. For the avoidance of doubt, it is irrelevant whether the days are business days, and the email will be deemed to be received by NSW OTA at the time the email enters NSW OTA's mail server.

If the adequate amount of notice is provided to NSW OTA for a cancellation, then fifty per cent (50%) of the fee for that event will be refunded, and the other fifty per cent (50%) will be retained by NSW OTA, as a genuine estimate of losses suffered.