

# 2025 NAATSIHWP Professional Development Symposium

## "Investing in our Workforce"

### Registration Terms & Conditions

#### NAATSIHWP Member registrations

Registration is open only to NAATSIHWP FULL Members, Contact our membership team at [membership@naatsihwp.org.au](mailto:membership@naatsihwp.org.au) for more details on becoming a member or to check your current membership details.

#### Early bird registrations

Early bird registrations open 01 May 2025 and close 31 May 2025. Early bird registrations must be paid in full prior to the close of the early bird registration period for the discounted rate to apply. If you are paying by invoice, please ensure payment by the due date specified or your registration will be cancelled and you will have to register again,

#### Standard registrations

Standard registrations will open 01 June 2025 and close 31 August 2025 or until tickets sell out. Any registration received after this day may incur a late processing fee and will be accepted at our discretion and depending on space availability. All registrations must be paid in full by 5th September or your registration might be cancelled and given to those on the waitlist.

#### Sponsor/Exhibitor registrations

Additional Sponsor/Exhibitor registrations may be purchased subject to availability. Please contact [events@naatsihwp.org.au](mailto:events@naatsihwp.org.au) for details.

#### Access and mobility requirements

Delegates should advise of any special access requirements at the time of registration. All efforts will be made to honour but will not be guaranteed.

#### Registration Information

Registration information will be sent to registered delegates by email. Any delegate not receiving the registration information should contact us by email at [events@naatsihwp.org.au](mailto:events@naatsihwp.org.au)

#### Disclaimer of liability

NAATSIHWP will not accept any liability for damages or any nature sustained by participants of their accompanying persons or loss of or damage to their personal property as a result of the Symposium or related events.

#### Insurance

NAATSIHWP confirms that the delegate registration fees do not in any way include insurance cover. It is recommended that you consider your individual travel and health insurance requirements prior to making travel arrangements.

# 2

## Privacy

NAATSIHWP complies with the National Privacy Principles set out in the Commonwealth Act 1988 and reaffirmed in the Privacy Act (Private Sector) Amendment Act 2000 which came into effect in law in December 2001. Unless required by law, NAATSIHWP will not disclose personal information about an individual unless the individual has provided consent, either at the time of providing the information or following a specific request.

In registering for this Symposium, your relevant details will be included on a delegate list which may be distributed to all delegates, sponsors and exhibitors and Symposium organisers. Please advise us during the registration process if you do not consent for your details to be included on the delegate list.

## Travel Arrangements

All travel-related bookings such as flights, transfers, accommodations etc is the responsibility of the delegate.

## Media and photography

In registering for this Symposium you accept that various events at the Symposium and satellite events may be photographed, video or audio recorded and that this content may be used by NAATSIHWP at its discretion on website, social media, newsletters or other promotional material. Further information and permission on this will be outlined in the registration form.

## Payment

All amounts are in Australian dollars and are exclusive of Goods and Services Tax (GST) of 10% and any ticket fees. Payment may be made by credit card, subject to bank/merchant fees (Visa or Mastercard) or EFT. Credit card payment will be the only payment method accepted four weeks prior to the start of the Symposium. All registrations must be paid in full by 05 September 2025

## Substitutions and Cancellations

Requests for cancellations and transfer of registrations must be submitted in writing via email to [events@naatsihwp.org.au](mailto:events@naatsihwp.org.au).

- > Cancellation requests received up to 30 days prior to the event date will receive a refund of 75% of the registration costs.
- > Cancellations requests received after 30 days prior and before 14 days prior will receive a refund of 50% of the registration costs.
- > Cancellation requests received after 14 days prior to the event date will not be eligible for a refund.

Registrations can be transferred to other individuals within the same organisation at no cost (in the same registration category) up to 5 days prior to the start of the event.

# 3

## Infectious Diseases

NAATSIHWP prioritises the health and safety of all attendees and their respective communities. If you have been exposed to infectious diseases such as the ones listed below, we encourage you to rest and not attend the event to reduce the risk of transmission and protect the health of those who may have a compromised immune system

- COVID-19
- Cold & flu
- Cough
- Bronchitis
- Chickenpox
- Conjunctivitis
- Diarrhoea
- Shingles

If necessary, public health authorities will notify the public when/if/where an Infectious Disease has been identified and provide instruction accordingly to take steps to control the spread. NAATSIHWP may be forced to cancel the event in order to comply with a government directive, in such case, a refund may not be possible.

## Code of conduct

Delegates are expected to

- behave in a way that upholds the NAATSIHWP values, as well as their respective employer's or organisation policies governing appropriate workplace behaviour, and all applicable laws
- maintain decorum both in and out of the sessions so that we may provide a safe, professional and educational experience during the course of the event
- promote a safe environment of courtesy, respect, fair and ethical behaviour, equality and cultural diversity, without harassment or discrimination;
- respect traditional knowledge and cultural expression belonging to Aboriginal and Torres Strait Islander people
- abide by the terms and conditions set out in this document including that of the venue, Darwin Convention Centre

All registrations must be booked under attendee name. NAATSIHWP reserves the right to cancel, refuse or reject any registration, whether paid or unpaid, if NAATSIHWP reasonably suspects that the prospective attendee does not intend to act in the best interests of the Symposium and other attendees.

## Key Dates

- 01 May 2025.....Early Bird Registrations Open
- 31 May 2025.....Early Bird Registrations Close
- 01 June 2025.....Standard Registrations Open
- 31 August 2025 .....Standard Registrations Close
- 05 September 2025.....Deadline of Registration Payments