



Pre-Conference Workshop Registration Terms and Conditions

Registrations Open: JUNE 2017

Registrations Close: 2 OCTOBER 2017 or when sold out

Registration	
Corporate/Government/Clinicians	\$ 145
Individuals who are staff, board or others representing a business, organisation, government, tertiary institution, or parliamentarian, along with clinicians.	
Not-for-profit employee OR self-funded individual (non-clinician)	\$95
Employee, volunteer or board member of an incorporated organisation or charity that does not operate for the profit or personal gain of its members OR	
A person who is not a clinician and is paying for the registration personally.	
Inclusions	Exclusions
<ul style="list-style-type: none">✓ Attendance at Pre-conference workshop.✓ Access to all presentations and workshop resources.✓ Catering throughout the Pre-Conference workshop.	<ul style="list-style-type: none">✗ Accommodation✗ Transport✗ Alcoholic beverages✗ Conference attendance

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Who can Register?

1. Mental Health professionals of all types are welcome to attend the Pre-conference workshop.

Registrations are only available for specific, named individuals who will be attending.

It is not possible to purchase a generic place where the attending workshop participant is not yet known.

In order to register someone, we require individual information such as their workshop preferences, dietary needs, access requirements and contact details.

So, please determine who will be attending before attempting your booking.

2. **Registrations may not be shared between participants.**
3. Individuals who provide false information will lose their place at the workshop.

How to Register

4. Registration occurs on-line, using our electronic system.

People who have difficulties with electronic forms should contact Hannah Harbinson on (08) 6246 30019, for individual assistance, customised to your needs.

Payments

5. Payments can be made **on-line** via the electronic registration system, or **by invoice**.

On-line payments

A credit, debit and savings card may be used to book a place at the conference via the electronic registration system. This electronic payment system is used to keep administrative costs down and therefore minimises registrations fees.

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This is the quickest and easiest way to register and is preferred where possible.

Invoices (WE ARE NO LONGER ABLE TO OFFER THIS OPTION)

Delegates who are unable to pay on-line may request an invoice and pay by bank transfer or cheque.

Individual Bookings

- Invoices for individual bookings will incur an administrative fee of \$5.00.

Group Bookings

- Invoices will incur an administrative fee of \$30.00 which will cover 1-6 people, and an additional charge of \$5 per person thereafter.

To pay by invoice, delegates need to: (WE ARE NO LONGER ABLE TO OFFER THIS OPTION)

1. Complete your registration on-line
2. WAAMH will issue you with an invoice, which will provide full details of how to pay and the reference number

Payment must not be made prior to the invoice being received.

3. When you receive your invoice, you must make payment within 14 days, quoting the correct invoice number
4. If payment is not made within 14 days, the registration will be cancelled
5. If payment is made within 14 days, your registration will be confirmed.

Cancellations

6. Cancellations received in writing (events@waamh.org.au) by **Monday the 25 of September 2017** will be accepted and all fees refunded, less an administration fee of \$30.00



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WAAMH

Western Australian Association
for Mental Health

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 @OzBPD |  @AustralianBPDFoundation | **WEB:** WAAMH.ORG.AU/BPDC | **EMAIL:** EVENTS@WAAMH.ORG.AU

Changed Details and Preferences

7. Changes to all workshop participant's registration received in writing (events@waamh.org.au) by Monday the 25 of September 2017 will be made, and an administrative fee of \$5.00 may be charged. **No** changes can be made after the 25 of September 2017.
8. Transfer of your registration to another person is considered a change in details and is permitted, subject to the same conditions as above.

The full name and details of the person that will replace the workshop participant must be advised in writing to events@waamh.org.au prior to Monday the 25 September 2017.

Photography and Video

9. Photographs and video will be taken by WAAMH and the Borderline Personality Disorder Foundation at the workshop and used for reporting, showcasing and promotional purposes.
10. Our photographer will make every effort to ensure consent.

However, consent from individuals is not usually practical for large groups and crowd shots.

By registering, workshop participants are acknowledging that they may be photographed at some point.

If you do not wish to be photographed, please just inform the photographer, who will ensure you are not captured.

Accommodation and Travel

11. This is a non- residential workshop and all accommodation, travel and transport arrangements and any associated costs are the responsibility of the individual delegate, except where otherwise specifically agreed by WAAMH and the Borderline Personality Disorder Foundation.

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Delegates from outside Perth need to organise their own travel and accommodation and everyone is responsible for their own transport to and from the event venue. The [conference webpage](#) provides helpful information and links regarding travel and accommodation.

For more information or assistance, please contact Hannah Harbinson, Conference Project Officer on events@waamh.org.au or alternatively on (08) 6246 3019.

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