

Cancellation terms and conditions

Registration Cancellation Policy Deadline: 23 July 2019

Cancellations must be notified in writing (e-mail is sufficient) to the Congress Secretariat. Cancellations made by 23 July 2019 will result in a full refund less \$150 to cover administration costs. As an alternative to cancellation, your registration may be transferred to another person by 23 July 2019 without incurring any cost penalty. Refunds for cancellations received after 23 July 2019 will only be made in exceptional circumstances. Failure to obtain the appropriate visa to travel to Australia does not constitute eligibility for a refund. The Congress Secretariat must be advised in writing of any alterations or transfers.

Disclaimer

In registering for this congress relevant details (name/country) will be incorporated into a delegate list for the benefit of all delegates, and also may be made available (if necessary) to parties directly related to the congress including venues, accommodation providers, sponsors, key suppliers and future conferences. Your name and contact information may be used by the Congress Secretariat and other approved stakeholder, for marketing and managing this and future events of this type.

Cancellations

NO ACCOMMODATION PAYMENTS WILL BE REFUNDED ON OR AFTER 23 August 2019.

Participants who confirm an accommodation booking with a credit card or full pre-payment and who wish to cancel on or after 23 August 2019 are liable for the full cost of their accommodation nights cancelled. To cancel your reservation, please contact The Accommodation Secretariat at

jessicam@icmsaust.com.au. Name changes to a reservation can be made at no charge.

Change of Booking

Any change in booking must be made in writing to The Accommodation Secretariat and NOT directly to the hotel before 23 August 2019. Any changes received after 23 August 2019 will be at the hotels discretion and based on availability.

Early Arrival

As check in at most hotels is not until 1400, it is possible that your room may not be ready for immediate occupation on your early arrival. Whilst hotels will do everything possible to accommodate early arrivals, if you wish to be guaranteed immediate occupation you can pay an extra day's tariff for the night before you are due to arrive. If you wish to take this precaution, please advise the Accommodation Secretariat on the registration form so we can notify the hotel that your room is required early.

Late Arrival

Please indicate if you will arrive at your hotel after 1800. Failure to do so might result in your room being released.