

# Terms and Conditions for Website Registration to AIB Events

## 1. Registrations

- All registrations for AIB Events such as Chapter Continuing Professional Development Presentations and Site Visits, AIB Address, Seminars, Conferences, Short Courses and Professional Excellence in Building Awards Dinner Presentations and other AIB Events made through the AIB web site are subject to confirmation and acceptance by AIB.

## 2. Cancellation and Refunds

- All registrations to all AIB Events may be cancelled within 5 days from the date of the Events at no cost to the customer and must be made in writing.
- AIB will provide a full refund or credit for registration of Events excluding credit card charges for cancelling the registration provided 5 days notice is given to the date of the Events.
- Full refund or credit will be given for Events that are cancelled by the AIB.
- In the case that AIB Events were postponed, the registrants will be notified and will be given the option for a full refund or attend the new date of the event.
- AIB will process your refund by credit card if payment is made by credit card or through pay pal, and payment made in cash, cheque, EFT or thru bpay will only be refunded by EFT or cheque.
- Refunds within 5 days of an event, caused by changes in circumstances /conditions of the registrant will not be permitted unless separate conditions are specifically detailed on the booking sheet or web page.

## 3. Prices & Payment

- All prices quoted on the AIB website for AIB Events are in Australian Dollars (AUD).
- For each registration placed, you must pay the applicable price for the relevant events confirmed by AIB as specified on the web site at that time.
- Your order and credit card details are safe and secure. All personal and credit card information provided to AIB is encoded using Secure Sockets Layer (SSL) technology, an encryption protocol that protects data as it travels over the Internet.
- At this stage AIB can only accept payments using the methods stated in the Payments section of this web site
- Payment must be cleared before the registrations are confirmed unless prior credit facilities are arranged with AIB.

#### **4. User Account**

You agree to take responsibility for the safekeeping of your user name and password. You are liable if your user name or password is used by an unauthorised person. You agree to release and indemnify AIB in connection with any use (whether authorised or unauthorised) of your user name or password. AIB may suspend or cancel your account at any time without prior notice.

#### **5. Privacy**

AIB will not reveal your personal information to external organizations except for the purposes of fulfilling your registration.

#### **6. Changes To Terms**

Each registration is governed by the terms and conditions current when the order is placed. AIB may add to, delete or otherwise change these terms and conditions without notice. It is your responsibility to read and understand these terms and conditions each time you register to an event.

**15<sup>th</sup> November, 2010**