

Spotlight on practice

16 – 18 November 2021, Online



Terms and conditions

Thank you for registering for Spotlight on practice 2021 - online! Just so that we're on the same page here is the fine print...

Payments

When we receive your registration we'll send you a confirmation email and tax invoice or receipt. If you have paid by credit card, then payment is sorted! If not please pay the invoice within 14 days of the date on the invoice. Or if the conference is coming up sooner please pay straight away.

If payment is not received prior to the conference, conference attendance will be possible only after full payment is made via credit/debit card.

Cancellation and refund policy

We understand that circumstances can change. If you are not able to attend the conference you are welcome to send someone in your place so long as you let us know at least 3 working days before the conference.

If you aren't able to send a substitute, let us know that you need to cancel your registration by email laura.collins@resolution.institute. Because there are costs for us in registrations and cancellation there will be cancellation fees:

- A full refund less a \$30 administration fee will be issued for cancellations received on or before 28 October, 2021.
- A 50% refund will be made for cancellations on or after 29 October, 2021.
- No refunds will be issued for cancellations on or after 5 November, 2021.

Please note that non-payment does not constitute cancellation – you need to contact us if you want to cancel. If you don't we'll still be planning on your attending so you will need to pay your registration invoice.

Privacy policy

By completing this registration form, you give permission for the details supplied by you to be made available to the conference organisers. Your name and organisation will be included in the participant list unless you have let us know that you don't want to be included on your registration.

Changes to the programme

The conference organisers reserve the right to change activities, topics and presenters where necessary, or in the best interests of the conference.

Postponement or cancellation

In the unlikely event of it being found necessary, for whatever reason, to postpone or change the dates of the event, the organisers shall not be liable for any expenditure, damage or loss incurred by participants.

In the unlikely event of the conference being cancelled, a full refund of registration fees will be made. This will be limited to the amount of the fee paid by the participant.

Speakers' views

As part of the programme there will no doubt be innovative ideas and robust discussion – we certainly hope so! Views expressed by speakers and participants at the conference are their own. Resolution Institute does not take responsibility for advice given or views expressed by any speakers.

Technology

In order to access the conference you will need a device that can access Zoom, with a camera and microphone and have reasonable internet coverage. If you have the capacity to ethernet cable your device to your modem this is ideal, however good wifi will suffice. We will offer several time slots online to check your technology access prior to the conference. We will supply the online zoom links once you have chosen your workshops. We will offer tech support on the day if you have lost the meeting link. Beyond this Resolution Institute cannot reasonably be held responsible for other technology difficulty you experience. Please consider your technology access as part of your decision to register.

Online workshops are 'live' not recorded

Please note workshops will not be recorded and made available afterwards. The intention is that you are able to attend 'live' as these are interactive online events with both facilitators and participants on screen.