

**Last Updated: September 2021**

This policy supports the event registration process that exists for events created and hosted by AMEC (The Association of Mining and Exploration Companies), specifically those of which their registration process occurs on the [portal.amec.org.au](http://portal.amec.org.au) registration website.

This policy applies to all AMEC Members and non-members who attend any AMEC Events that require payment prior to attendance.

## **AMEC MEMBER DECLARATION FOR REGISTRATION FORM**

People applying for the member rate must be employed by a company who is a financial member of AMEC and paid their current membership subscription.

If it is found that your membership is not current, you will be contacted and asked to pay your outstanding membership fees.

Please ensure your AMEC membership is current prior to purchasing a ticket at the discounted rate. Non-financial companies will be charged the non-member rate.

## **THE AMEC REFUND POLICY PROCEDURE**

The AMEC Refund Policy Procedure follows 4 points of action:

- 1.) AMEC does not offer refunds in conventional circumstances. AMEC will however offer refunds if circumstances beyond AMEC's reasonable control occur, causing the cancellation of an event. In these circumstances the refund will be processed and awarded as soon as possible.
- 2.) The person or company personnel who wishes to make a request to cancel their registration, for themselves or a colleague notifies AMEC of their desire to cancel. This is preferably done through email to [events@amec.org.au](mailto:events@amec.org.au) or via phone to 1300 738 184.
- 3.) AMEC will receive and check this request has been made within a reasonable timeframe prior to the commencement of the event.
- 4.) Action will be taken accordingly with this policy.

**Event attendee's may nominate a substitute to attend an event in their absence.** This should be communicated to AMEC staff prior to close of registration. If the substitution occurs on the day of the event, AMEC asks that all nominated substitutes make themselves known to AMEC staff so that post-attendance processes can appropriately followed.

## **CANCELLATIONS**

AMEC reserves the right to alter or cancel any arrangements relating directly or indirectly to event, in the circumstances of an event cancellation, AMEC will communicate this to all registered attendees with haste and ensure appropriate action is taken if necessary.

AMEC's maximum liability in the case of an event cancellation is limited to a full refund of the cost incurred at the time of registration. AMEC is not subject to any additional liability in the form of travel costs, accommodation costs or any other additional costs incurred.

## **DATA COLLECTION**

AMEC collects data at the time of registration, to learn more about how and why AMEC collects data please visit our Privacy Policy on our website or [click here](#) to view.