

Last Updated: August 2023

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 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 four points of action:

- 1) In conventional circumstances, AMEC will only offer refund of up to 50% of the value of the registration cost. This is to cover the administrative cost of cancellation and fees and charges incurred from the payment portal.
- 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 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.