

TERMS AND CONDITIONS

Meta Together 2024

Contents

REGISTRATION.....	1
Guests.....	1
Late Registrations.....	2
Final Deadline.....	2
Cancellation.....	2
Late Arrivals and No Shows.....	2
CODE OF CONDUCT.....	3
PRIVACY COLLECTION NOTICE.....	3

REGISTRATION

Complete the registration form accurately and in its entirety.

The TMOS Business Team will be in touch with you if we have any questions about the information you have entered into this form.

Omissions and errors may result in you and your guests not being catered for at meals, and being allocated an incorrect room, or not being booked for enough nights. Correct information is your responsibility.

We will be in touch with you regarding your arrival times at Perth airport to organise shuttle logistics. It is important that you respond to our messages in a timely manner.

Once submitted you cannot update these details yourself. You must contact tmos@anu.edu.au to update your registration or to cancel.

Guests

In line with our Inclusion, Diversity, Equity, and Accessibility (IDEA) principles, conference delegates may bring guests to:

- provide primary care for dependent children,
- register a shared room with their partner who is also a delegate (with or without dependent children),
- register a caregiver for themselves or dependent children,
- register an international guest traveling with their partner (who is not a delegate) without dependents,
- register the attendance of children.

Types of guests include:

- Partner (Caregiver/Guest) and Other Caregiver are attending the evening events per the main registrant and can attend all meals (breakfast, lunch, dinners, tea breaks).
- Child guests are attending the evening events per the main registrant, and can attend all meals (breakfast, lunch, dinners, tea breaks). They will be under the supervision of either the main registrant, their partner, or other caregiver at all times.

If a delegate requires more than two adult guests (adults being 18 years and over), or more than five guests total, please contact tmos@anu.edu.au after registration with these details so we can ensure you have appropriate accommodation for your family group.

Late Registrations

- Late registrations are those made between August 15 and October 10.
- Late registrations may not be guaranteed a place at the conference.

Final Deadline

- No new registrations can be made after 15 October.
- Invitees who fail to register before this final date will not be accommodated at the conference unless a cancellation occurs.
- To be added to the cancellation waitlist, contact tmos@anu.edu.au

Cancellation

- If you are no longer able to attend the TMOS conference you must let us know as soon as possible by contacting tmos@anu.edu.au
- Cancellation fees are charged by the resort on a sliding scale and will be passed on to the named Chief Investigator who agreed to financially support the registration.
- The Business Team will work closely with the hotel to minimise cancellation fees, however short notice cancellations (within 30 days) are likely to be charged at full cost.

Late Arrivals and No Shows

- If you miss your flights or are otherwise unable to join a pre-booked shuttle, it is your responsibility to organise new transport to the hotel.
- Please contact tmos@anu.edu.au if you are arriving late.
- If you miss a night's accommodation or fail to show, the charges for that night will still apply.

CODE OF CONDUCT

- The organisers of the TMOS conference are committed to providing an experience that is welcoming and safe for all participants, is free from unlawful discrimination and harassment, and where all participants are treated with dignity and respect.
- Harassment is unlawful under both federal and all Australian state anti-discrimination laws, and as such, people suspected of such misconduct may be reported to authorities.
- Adherence to this Code of Conduct is a requirement for all conference participants and covers all aspects of this event, including conference sessions and breaks, all social events and all communication, including that via email or social media.
- If an individual engages in unacceptable behaviour, the Director, Deputy Director, or Chief Operations Officer of TMOS (or their delegates) may take appropriate action, including asking the individual to stop, removing them from the conference, and reporting to their supervisor and place of employment or enrollment. Actions taken as a result of unacceptable behaviour does not entitle the delegate to a refund of any fees paid.

Unacceptable behaviour includes, but is not limited to:

- Harassment, including verbal comments relating to gender, sexual orientation, disability, race, ethnicity, religion, age, national origin, gender identity or expression, or physical appearance.
- Inappropriate and/or unwanted physical contact.
- Unwelcome sexual attention, which can include inappropriate questions of a sexual nature, asking for sexual favours or repeatedly asking for dates or contact information.
- Stalking or deliberate intimidation.
- Unwanted photography or recording (if you are asked to stop photographing or recording someone, please do so; if someone indicates that they do not want to be photographed or recorded, do not record or photograph them).
- Discriminatory or sexual images in public spaces.
- Sustained or wilful disruption of talks or other events.

To report violations of this Code of Conduct, alert a member of the organising committee or email tmos@anu.edu.au. Reports may be made by people subject to, or witnesses of, unacceptable behaviour.

PRIVACY COLLECTION NOTICE

- The information on this form is being collected by TMOS, Australian National University (ANU) Node.
- The information is being collected, with your consent, in order to complete your registration for the TMOS Conference event.

- The information will be used by authorised staff for the purpose for which it was collected, and any other purpose which you have expressly consented to.
- You can withdraw your registration by contacting tmos@anu.edu.au
- If you do not provide all the information that is requested on this form, it may not be possible for us to ensure appropriate arrangements for the event.
- The ANU is committed to protecting personal information provided by you in accordance with the Privacy Act 1988 (Cth) and the information will be protected against unauthorised access and use.
- All information collected by the University is governed by the ANU Privacy Policy.
- For further information about how the University deals with personal information, please refer to the ANU [Privacy Policy](#) or contact the ANU Privacy Officer at privacy@anu.edu.au