1. PESA uses email as its preferred means of contact with conference delegates.

2. Registrations may only be made online via the Trybooking.com website. Please refer to the PESA website for the relevant links. Registrations cannot be confirmed until payment is received in full via the Trybooking website.

3. Upon completion of your registration, Trybooking will forward you a confirmation email and your tickets, which you should print out and bring to both days of the Conference. If you do not receive this email, please contact Trybooking directly.

4. Conference costs do not include transport or accommodation. Some meals are included during the Conference – please refer to the Conference Program for details.

5. Tickets may be cancelled for a full refund by 19 February 2016, less the Trybooking charge. For cancellations after this date, a $100 cancellation fee will apply. Registrations may be transferred to another person but you must notify PESA in writing at least 7 days prior to the Conference.

6. If the event is cancelled due to unforeseen circumstances, a full refund will be issued to all delegates.

7. Upon completion of online registration a tax invoice will be forwarded to you promptly. We suggest you retain a copy for your records.

8. Whilst it is our aim to abide by the published Conference program, unforeseen circumstances may necessitate changes. PESA reserves the right to alter the program without notice.

9. PESA will use its best endeavours to maintain the safety and security of Conference delegates and presenters but will not be held liable for any damages, injury, costs or expenses incurred by any delegate or presenter which are not directly due to the wilful act, omission or negligence of PESA or The Peninsula School.

10. It is the responsibility of delegates and presenters to ensure that any specific dietary requirements are communicated in writing to PESA at least 14 days prior to the Conference. PESA will use reasonable endeavours to ensure all reasonable dietary requirements are met but PESA and The Peninsula School will not be held liable for any inability of the Conference caterer to meet such requirements.

11. It is the responsibility of delegates and presenters to ensure that any mobility or other physical disability requirements are communicated in writing to PESA at least 14 days prior to the Conference. PESA will use reasonable endeavours to ensure all reasonable requirements are met but PESA and The Peninsula School will not be held liable for any inability to meet such requirements.

12. English is the official language of the conference.

13. Any photography or other recording in any medium during any presentation or workshop without the express written consent of PESA is strictly prohibited.

14. For the “PESA Member” discount to apply, delegates must be fully financial PESA members at time of booking.

15. Delegates’ and presenters’ personal information will be treated in accordance with applicable privacy legislation.

16. In these Terms and Conditions “PESA” means the Positive Education Schools Association and its Directors and Officers.