

IONS KOALA 2017 Terms of Registration:

- Registration is only complete with payment of the registration fee after presentations have been announced.
- Except in exceptional circumstances (at the discretion of the organising committee), there will be **no refunds given for registration payments**, including incorrect payment of the full rate by members of the AOS or OSA, or registration payments made before presentation announcements.
- Visa letters for international attendees cannot be issued until your registration payment has been made.
- Attendees staying at Women's College must abide by all College rules.
- Attendees will be responsible for any damage to Women's College, the University of Queensland or Griffith University premises, and will be charged for repairs, labour or replacement as deemed necessary by Women's College or the University of Queensland Management. This includes all equipment hired by or provided by Women's College or the University of Queensland for use during the conference.
- While Women's College, the University of Queensland and Griffith University staff, and the IONS KOALA 2017 committee will take every care with security and protection of your property, Women's College, the University of Queensland, Griffith University and the IONS KOALA 2017 organising committee cannot accept liability for the loss or damage to personal property.
- Please note that the following smoking policies apply at venues used during the conference:
 - At the University of Queensland smoking of tobacco and e-cigarettes is prohibited in all university buildings, basements, balconies, loading bays, in the vicinity of outdoor eating areas, on the roofs of buildings and within five metres of building entrances, windows, openings and air-conditioning inlets, and in any signposted no smoking areas.
<http://www.uq.edu.au/hupp/index.html?page=25058&pid=25015>
 - Griffith university campuses are smoke-free except in designated smoking areas. <http://policies.griffith.edu.au/pdf/Non-Smoking%20Policy.pdf>
 - Smoking is only permitted in the designated smoking area within Women's College, which is located near the tennis court seating area. Please do not smoke in your bedroom as an alarm will be activated. If an alarm is triggered and the Fire Brigade attends, you will be billed for the cost of their call out.
- Attendees must follow any reasonable directions given by the University of Queensland or Women's College staff, or members of the IONS KOALA 2017 organising committee.
- Attendees must abide by all rules of Barnabas bus service and abide by instructions of their drivers on bus journeys during the conference.
- Attendees must abide by all rules of Navala Churrascaria and abide by instructions of their staff during the conference dinner. If any attendees cause an incident or become intoxicated during the evening, the event may be cut short at the discretion of Navala Churrascaria and the IONS KOALA 2017 committee.
- Attendees must abide by Women's College OHS policy while on site during the conference, or [the University of Queensland OHS policy statement](#) during night events.
- Failure to check-in at your nominated date without prior notice (minimum 1 week) to info@koala2017.com will result in the cancellation of your booking, except in exceptional circumstances to be judged at the discretion of the organising committee.
- Information provided in your registration will fall under the following privacy policy:
 - Your name, email address, and abstract details will be made available to other attendees of IONS KOALA 2017, and our [sponsors](#).
 - Your contact details will be made available to the organisers of KOALA in 2018, so that they can inform you about next year's conference.

- Your personal details will be provided to Women's College if you are staying there.
- Your dietary requirements will be passed on to our caterers.
- Your details will not be provided in any manner, paid or unpaid, to additional third parties beyond those already listed here without your prior consent.
- By default all delegates are confirmed to agree to:
 - Photographs being taken during the conference, which may be used in advertising or articles by the University of Queensland, Griffith University, the OSA, current or future KOALA committees or other IONS KOALA 2017 sponsors.
 - If you do not wish to have your photo taken or used please advise prior to the event by emailing info@koala2017.com.
 - If you have agreed to have your presentation recorded, we will respect the level of privacy you have requested during registration, and let you know the details before any recording is published.
- Presentation applications:
 - The IONS KOALA 2017 committee does not guarantee you will be awarded your first choice of presentation style. Talk applications will automatically be considered for posters if your initial application is unsuccessful.
 - You will be notified of the outcome of your application once registration has closed and the IONS KOALA 2017 committee has considered all applications.
- Travel grants:
 - **We cannot guarantee that your travel grant application will be successful.**
 - Applications will be reviewed by members of the IONS KOALA 2017 committee, and awarded as they see fit. The decision of the committee is final.
 - We cannot guarantee that you will be awarded the full amount requested, or that the amount awarded will fully cover your travel costs. Attendees must ensure that they are able to cover their costs before accepting any grant.
 - Grants will be paid by reimbursement, up to the amount awarded, after the conference, and only if the awardee has attended more than 50% of the conference and given the presentation awarded by the IONS KOALA 2017 committee.
 - Awardees must make their own travel arrangements, and cover the cost until the reimbursement is made.
 - Awardees must provide tax invoices for travel expenses to receive reimbursement. If the invoices do not exceed the amount awarded, additional funds beyond those covered by the invoices will not be awarded.