



**Association of Healthcare Supply & Procurement Officers Incorporated**  
**Registration A0022407B ABN 82 958 634 724**

## **29<sup>th</sup> Annual AHSPPO CONFERENCE for 2017**

### **“Building the Supply Chain for the Future”**

#### **Information for Delegates**

The information contained here will assist you with your conference registration, so please make sure you read this section in its entirety. All delegates attending must register online via **Eventbrite** (details at the end of this information)

The Conference Registration enables you to:

- Register to attend the 29<sup>th</sup> Annual Conference being held 16<sup>th</sup> – 18<sup>th</sup> August 2017;
- Indicate attendance to Conference social events, including any dietary needs.
- Confirm accommodation.
- **Early Bird Pricing closes 30<sup>th</sup> June 2017**

**Note: When registering electronically, no payment is required at that time.**

#### **CONFERENCE REGISTRATION –**

<b>Registration Type</b>	<b>Early Bird Before 30th June 2017</b>	<b>July 3 Week Special 1<sup>st</sup> July-21<sup>st</sup> July 2017</b>	<b>Standard 22<sup>nd</sup> July-4<sup>th</sup> August 2017</b>
<b>Full Member, Life &amp; Associate Members</b>	\$380	\$450	\$760
<b>Day Registration (either Thursday or Friday)</b>	\$100 per day	\$130 per day	\$200 per day
In the case of multiple registrations (4+) for one organisation, discounts are available: Please contact <a href="mailto:aldo.santo@calvarycare.org.au">aldo.santo@calvarycare.org.au</a> for assistance.			

**Please note:**

**AHSPPO can delay invoicing your organisation  
till the next financial year, if required.**

**Please highlight this on the Eventbrite registration.**

## Conditions for Delegates

**Cancellation:** Cancellations received in writing by 21st July 2017 will be accepted and all fees refunded less an administration fee of \$100.

For cancellations received after the 21st July 2017, fees will not be refunded or credited.

**Transfer of registration:** Transfer of your registration to another person is acceptable. The full name and details of the person who will replace you **must be advised in writing** to AHSPo by the 4<sup>th</sup> August 2017.

## Social Events - included in Full Conference Registration

The following social functions are included as part of a full Conference registration. For catering purposes, we ask that you please indicate on the registration form that you are attending:

**WELCOME RECEPTION:** Wednesday 16th August 2017

**CONFERENCE DINNER:** Thursday 17th August 2017

## Conference Theme "Light Years and Beyond"

## Accommodation

**Wednesday and Thursday night accommodation is included in the Full conference delegate registration.**

The AHSPo Committee will liaise with the venue to book your accommodation. Please remember, delegates are liable for any personal incidentals.

Upon arrival, delegates will be asked provide credit card details to the hotel at the time of Check in. This is a Venue requirement.

Additional accommodation: AHSPo is not responsible for any additional accommodation; if you would like to extend your stay before or after the conference, please contact the venue on 03 5228 9777.

**Early/Late Arrival:** Hotel allows you to check in from **2pm**.

If you will be arriving after 6pm, please notify the Conference. Failure to advise of a late arrival may result in your room being released.

## PRIVACY STATEMENT

### Privacy statement

The Association of Healthcare Supply & Procurement Officers Incorporated (AHSPo) is bound by and committed to supporting the Information Privacy Principles set out in the *Privacy Act 1988*.

### Use of personal information

Information collected in the AHSPo Conference 2017 Registration will only be used for the purposes for which it is being collected: (i) planning the AHSPo Conference 2017; (ii) processing and managing your registration and associated administration (such as hospitality, events and accommodation) including correspondence with you; and (iii) analysis of attendance statistics for Conference evaluation purposes.

### AHSPo Conference 2017 Delegates List

AHSPo will produce a Delegates List of all registered attendees at the Conference, which will be supplied to all Exhibitors. The Delegates List will contain delegates' names, positions and Organisation No other information will be supplied. Please alert AHSPo if you wish this to be amended.

### Photography and video/audio recordings at Conference

On occasions, a photographer may take photos of attendees at the AHSPo Conference. Please be aware that these photos may appear in our brochures, programs, publications, website or other material. A recording of sessions may also take place and the recordings may include the questions from audience members. Your attendance at the Conference constitutes your permission and consent for both the photography and recordings.

## Liability

AHSPO takes no responsibility for goods or materials lost, damaged or stolen at, or in association with, the AHSPO 2017 Conference. Delegates are liable for any damage they cause to the venue.

The information contained in these terms and conditions is correct at the time of publication. AHSPO reserves the right to alter, remove or change any part of this document and the Conference. Neither AHSPO, nor any member of the Conference Organising Committee, will be held liable for any cost or damage arising from any action based on the information contained herein.

## Registration

### To register your attendance via Eventbrite

The link for Eventbrite is:

<https://www.eventbrite.com.au/e/29th-annual-ahspo-conference-delegate-registration-2017-registration-30683951525>

Event will open on March 13<sup>th</sup> 2017 at 9am.

Please enter password: AHSPO2017

- When using Eventbrite do not use the back arrow button, if you make a mistake or want to go back, restart the process from the password.
- Once you have completed your registration, an email acknowledgement will be sent from EventBrite to yourself and AHSPO.

**Closing date for Early Bird 30th June 2017**

The AHSPO Committee look forward to see our valued members at the Conference.