



# 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 35th Annual Conference being held 13–15 August, 2025 in Mantra, Lorne
- Indicate attendance to Conference social events, including any dietary needs

Please note:

## Multiple Registrations

In the case of multiple registrations (4+) for one organisation, please contact **aldo02@bigpond.com** for assistance.

## Invoicing

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

Please highlight this on the Eventbrite registration.

## How do I register?

**Registrations open midday AEST time on the 18th February 2025.**  
**Early bird available until all sold out.**

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 AHSPPO.

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

Visit:

<https://bit.ly/40ScJdW>

Password:

**AHSPPO2025**

# Conference Registration

Registration Type	Early Bird Until All Sold Out	Standard
Full Member, Life & Associate Members	\$380	\$760
Day Registration (Either Thursday Or Friday)	\$100 Per Day	\$200 Per Day

## Accommodation

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

The AHSP0 Committee will liaise with the venue to book your accommodation. Please remember, delegates are liable for any personal incidentals. Please contact AHSP0 if you have any specific requirements of the room i.e. Logistics of access to room/facilities.

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: AHSP0 is not responsible for any additional accommodation; if you would like to extend your stay before or after the conference, please contact the venue directly.

## 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.

## 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 events that you will attending:

Welcome Reception – Wednesday 13 August 2025  
Conference Dinner – Thursday 14 August 2025

## Conditions for Delegates

### Cancellation

Cancellations received in writing by July 15th 2025 will be accepted and all fees refunded less an administration fee of \$100.

For cancellations received after July 15th, 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 AHSP0 by June 30th 2025.

### Privacy statement

The Association of Healthcare Supply & Procurement Officers Incorporated (AHSP0) 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 AHSP0 Conference 2025 Registration will only be used for the purposes for which it is being collected: (i) planning the AHSP0 Conference 2025; (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.

### AHSP0 Conference 2025 Delegates List

AHSP0 will produce a Delegates List of all registered attendees at the Conference, which will be supplied to all attending Suppliers. The Delegates List will contain delegates' names, positions, organisation details and email address. No other information will be supplied. Please indicate on your registration your preference.

### Photography and video/audio recordings at Conference

On occasions, a photographer may take photos of attendees at the AHSP0 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

AHSP0 takes no responsibility for goods or materials lost, damaged or stolen at, or in association with, the AHSP0 2025 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. AHSP0 reserves the right to alter, remove or change any part of this document and the Conference. Neither AHSP0, 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.

The AHSP0 Committee look forward to seeing our valued members at the Conference.

### COVID-19 safety

We're in regular contact with the team at Mantra around adhering to safety guidelines and restrictions. We'll keep all of our members informed should anything change.

