

The logo for the Australian College of Perianaesthesia Nurses (ACPN) features the letters 'acpn' in a bold, lowercase, sans-serif font. The letter 'p' is stylized with a circular cutout in its center, and the letter 'n' is also lowercase and sans-serif.

AUSTRALIAN  
COLLEGE OF  
PERIANAESTHESIA  
NURSES

# State seminar terms & conditions

# ACPAN State Seminar Information, Terms and Conditions

## Applies to Half-Day and Twilight Seminars (< 5hrs)

ACPAN Member – \$10

Non-Members - \$75.00

Non-Members – The gap between the \$75 fee paid and full membership dues.

## Sign-in, Refreshments, Feedback and Certificate of Attendance

*Sign-in:* Registration will open 20 to 30 mins prior to seminar start, please ensure you sign in and complete the attendance page.

*Refreshments:* If you require refreshments prior to the seminar commencement, please make your own provision for this.

ACPAN will make provision for tea, coffee and a light snack at each half-day seminar.

Please inform the appropriate committee if you require Gluten free or vegetarian options.

*Certificates of Attendance:* will be emailed after the event. Please ensure you provide your email address (please print).

Your *feedback* on the educational components of seminars is important to ACPAN, please take a little time to fill in the feedback form.

## Cancellation / Non-Attendance

### Prior to registration closure

The event booking agent must be notified of cancellation **prior to the seminar registration closing date** for any cancellation and refund of fees. Fees will be refunded *less* 10% administration cost.

### After closure of registrations

Cancellation *after the closing date* or *Non-attendance* at the event: all fees paid will be forfeited.

## Participant Substitution

Participant substitution may be made, prior to the event, by notifying ACPAN in writing.

For a registrant to **substitute another ACPAN member** in their place: ACPAN must be notified of this change in writing prior to the event. No refunds will be made by ACPAN. All monetary negotiations will be between the person initially registered to attend and their identified member substitute.

For a registrant to **substitute a Non-member** in their place: ACPAN must be notified of the substitution a minimum of two (2) days prior to the event. Any difference in fee rates must be paid by the Non-member two days prior to the event.

In situations where the registrant is an ACPAN Member, and has registered and paid the member rate, and a Non Member has agreed to take their place, ACPAN must receive the gap payment from the Non

Member at least 2 days prior to the event. ACPAN will not refund the member. All monetary negotiations will be between the person initially registered to attend and their identified non-member substitute.

Where the registrant proposes a substitute attendee, the registrant unable to attend the event must contact the ACPAN in writing to provide the substitute members contact details.

No refunds will be made to the original registrant by ACPAN. All monetary negotiations will be between the person cancelling attendance and their approved substitute.