



Events Terms and Conditions

29 August 2022

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and
Information Management Profession

TABLE OF CONTENTS

1 PURPOSE.....	2
2 PARTICIPANT REQUIREMENTS	2
2.1 Access	2
2.2 Photo Disclaimer.....	2
2.3 Event Content	2
3 PROHIBITED CONDUCT	3
3.1 Limitations on Use.....	3
3.2 Disruptive Conduct.....	3
3.3 Recording, Live Streaming, and Videotaping.....	3
3.4 Unethical/Non-Compliant Business Practices.....	3
4 FEES AND REGISTRATION.....	3
4.1 Payment methods & payment policy.....	3
4.2 Taxes	4
5 CANCELLATION AND QUALITY ASSURANCE.....	4
6 REGISTRATION, CANCELLATION AND NO-SHOW POLICY.....	4
6.1 Registration Confirmation.....	4
6.2 Virtual Event Cancellations (e.g., webinars, training)	4
6.3 In Person Event Cancellations	4
6.4 Covid-19 Implications.....	5
6.5 Force Majeure.....	5
7 PANDEMIC POLICY	5

1 PURPOSE

These are the terms and conditions (the “Agreement”) governing your participation in any RIMPA owned and operated virtual/face to face event, meeting, show, seminar, or conference (the “Event”). By registering for the Event you agree to these terms, which form a binding legal contract between the Event owner and host, Records and Information Practitioners Alliance Global., (“RIMPA” or “Owner and Organiser”) and the registered participant (“you” or “Participant”). If you are registering on behalf of another individual, it is your responsibility to ensure the person participating is aware of these terms and accepts them. By completing the registration on behalf of another individual you are warranting that you have made the Participant aware of these terms and that they have accepted these terms.

2 PARTICIPANT REQUIREMENTS

2.1 Access

Your registration entitles you to access to the Event for which you have registered. All other costs associated with your attendance shall be borne solely by you, and RIMPA shall have no liability for such costs.

2.2 Photo Disclaimer

When you enter a RIMPA event or program, you enter an area where photography, audio, and video recording may occur. Media, of any type, may be used for promotional or marketing purposes by RIMPA for future events. By entering the event premises, you waive all rights you may have to claim for payment or royalties in connection with the use of any media, regardless of the purpose or sponsoring of such use; irrespective of whether a fee for admission or sponsorship is charged.

By participating in the Event, you acknowledge and agree to grant RIMPA the right at the Event to record, film, live stream, photograph, or capture your likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from you or any payment to you.

This grant to RIMPA includes, but is not limited to, the right to edit such media, the right to use the media alone or together with other information, and the right to allow others to use or disseminate the media for news, web casts, promotional purposes, telecasts, advertisement, social media, or another other purpose without your inspection or approval. Retraction of media in exceptional circumstances will be considered upon request.

2.3 Event Content

You acknowledge and agree that RIMPA, in its sole discretion, reserves the right to change any and all aspects of the Event, including but not limited to, the Event name, themes, content, program, speakers, performers, hosts, moderators, venue, and time. The Event content shall be recorded by RIMPA and will be accessible to paid Participants.

3 PROHIBITED CONDUCT

3.1 Limitations on Use

By registering for a RIMPA Event pass you agree not to sell, trade, transfer, or share your complimentary access link and/or code, unless such transfer is granted by the Organiser. By registering for a paid Event Pass, you agree not to share, sell or trade your access. If

RIMPA determines that you have violated this policy, RIMPA may cancel your access, retain any payments made by you, report you to law enforcement authorities, and ban you from future RIMPA events.

3.2 Disruptive Conduct

You acknowledge and agree that RIMPA reserves the right to remove you from the Event if RIMPA, in its sole discretion, determines that your participation or behaviour create a disruption or hinder the Event or the enjoyment of the content by other attendees.

3.3 Recording, Live Streaming, and Videotaping.

Participants may not record or broadcast audio or video of sessions at any RIMPA Event

3.4 Unethical/Non-Compliant Business Practices.

RIMPA reserves the right to deny participation to anyone who engages in or is reputed to engage in unethical or non-compliant business practices.

In addition to the requirements and prohibitions set forth in this Section 2, RIMPA may also exclude any prospective participant from registering for or participating in any Event, in RIMPA's sole discretion.

4 FEES AND REGISTRATION

4.1 Payment methods & payment policy

- Invoice requested: full payment of the invoice is required within 14 days of registration
- Direct Bank Transfer: Please email your remittance to accounts at accounts@rimpa.com.au
- Credit Card: Payment taken when registering online
- No registrations will be confirmed until payment is received. Proof of payment may be required/requested by the Organiser upon entry to event. If no valid remittance can be provided, RIMPA reserves the right to refuse access to the Event and shall have no liability in that regard

4.2 Taxes

The fees may be subject to sales tax, value added tax, or other taxes and duties which, if applicable, will be charged to you in addition to the fees.

5 CANCELLATION AND QUALITY ASSURANCE

RIMPA strives to provide you with the most productive and effective educational experience possible. If after completing the Event you feel there is some way RIMPA can improve, please provide us in writing with your comments on the evaluation provided upon arrival.

We will evaluate individual complaints in a context of collective comments from the Event. As speakers are confirmed months before the Event, some speaker changes or topic changes may occur in the program. RIMPA is not responsible for speaker changes but will work to ensure a comparable speaker is located to participate in the program.

6 REGISTRATION, CANCELLATION AND NO-SHOW POLICY

6.1 Registration Confirmation

Once you have completed your registration, you will receive a confirmation by email. Please ensure the email is valid and entered correctly on the registration form. Be sure to check the junk/spam email folder if they are absent in your inbox.

If any issues occur during this process, please contact admin@rimpa.com.au

6.2 Virtual Event Cancellations (e.g., webinars, training)

All cancellations must be notified in writing to the RIMPA administration office a minimum of 72 hours (3 business days) prior to the scheduled event. Refunds are at the discretion of RIMPA.

6.3 In Person Event Cancellations

1. Cancellations more than 30 days prior to the event will be charged 25% of the registration fee to cover Administration.
2. Cancellations less than 30 days prior to the event will be charged 50% of the registration fee to cover administration.
3. Cancellations less than 7 days prior to the event will be charged 75% of the registration fee to cover administration, venue, and catering costs.
4. Cancellations less than 24 hours prior to the event will be charged 100% of the registration fee to cover administration, venue and catering costs.

Attendee bookings are transferable only by contacting the RIMPA administration team in writing. Where an Attendee fails to attend and does not advise of cancellation prior to the

event the registration fee will be charged in full, with exceptional circumstances to be considered upon request. Please note that if you do not cancel and do not access the Virtual/Face to Face Event, if no exceptional reason is provided, you are still responsible for payment.

RIMPA reserves the right to withhold a percentage of any fixed costs/deposits associated with, but not limited to; venue costs, AV costs, and keynote speaker costs that may have been incurred pre-event that is non-refundable by the third party. If the event is not able to move to a different date, any other related costs will be refunded to the exhibitor within one calendar year from the cancellation date of the original event.

6.4 Covid-19 Implications

Should your attendance to the event be impacted by any restrictions enforced by COVID-19 government regulations, RIMPA will discuss available options on a case-by-case basis and come to a mutual agreement.

6.5 Force Majeure

If RIMPA is prevented from carrying out its obligations as it pertains to the Event you registered for as a result of acts of God, strikes, labour disputes, government requisitions, restrictions or war or apparent act of war, terrorism, disaster, civil disorder, epidemic or pandemic, curtailment or restriction on transportation facilities, or any other comparable calamity, casualty or condition (collectively a "Force Majeure") RIMPA shall have the right to immediately terminate the affected Event without liability and neither RIMPA nor the Registrant are required to fulfill their obligations.

If the affected Event is terminated due to a Force Majeure occurrence, and RIMPA is not able to reschedule the event, you will be eligible for a full refund of your registration payment within one calendar year of the cancellation date or can elect to transfer the credit for a future RIMPA event.

7 PANDEMIC POLICY

RIMPA takes our Attendees safety and wellbeing seriously, at the time of the event, RIMPA will be following the necessary guidelines regarding indoor gatherings put in place by the Government if a pandemic is present.

RIMPA will put measures in place to assist Attendees to comply with these requirements and provide the necessary equipment. Each Attendee will be required to follow the necessary event conditions, for example QR code check in and social distancing, assigned to the venue or event upon entry in line with the public health guidance at the time. Any attendee that displays symptoms of illness may not be permitted entry and/or failure to comply with any conditions inside the event may result in the Attendee being removed from the premises. Each Attendee attends the convention at his or her own risk. If an Attendee incurs any illness or injury at the event due to his or her own conduct and disregard of the requirements in place, RIMPA is excluded from liability.