

## Event Attendance

### **All prices are inclusive of GST**

Independent Schools Queensland celebrates and promotes diversity and inclusiveness and that conduct contrary to those values will not be tolerated. It is an expectation that all attendees act with the utmost integrity and professionalism, always upholding professional standards of behaviour towards ISQ employees, guest speakers and other attendees.

Independent Schools Queensland reserves the right to prohibit entry of any person to an Independent Schools Queensland event or remove any person from an Independent Schools Queensland event based on behaviour deemed inappropriate by Independent Schools Queensland staff and/or its agents and others working under its authority

Canvassing by delegates is strictly prohibited at Independent Schools Queensland events and forums. Promotional materials may not be distributed at the event/forum except by Alliance Partners or as approved by an Executive Team Member. Delegates violating this policy will be asked to leave the event.

## Image Release

In registering for Independent Schools Queensland events and professional learning, delegates grant permission to Independent Schools Queensland, its agents and others working under its authority, to take and to have full and free use of video/photographs or audio containing their image/likeness. It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for Independent Schools Queensland. Delegates agree that they are not entitled to remuneration, residuals, royalties or any other payment from Independent Schools Queensland in respect of their image/likeness or its use. Delegates release, discharge, and hold harmless, Independent Schools Queensland and its agents from all claims, demands or causes of actions that they may hereafter have by reason of anything contained in the photographs, video or audio. Should a delegate not agree to the above image release, they must advise Independent Schools Queensland by contacting the events team at [events@isq.qld.edu.au](mailto:events@isq.qld.edu.au).

## Event Registration Cancellation Policy

To manage all aspects of your event registration, including changes or cancellation, go to Connect & Learn, 'My Training Record'.

# Penalties for Cancellation and Non-Attendance

## In-person Events

### **GREATER THAN SEVEN (7) DAYS PRIOR TO THE EVENT**

Participants may cancel their registration without penalty seven (7) days prior to the event commencement date by going to 'My registrations' or email [events@isq.qld.edu.au](mailto:events@isq.qld.edu.au).

### **LESS THAN SEVEN (7) DAYS BEFORE THE EVENT**

Cancellations received less than seven (7) days before the commencement of the event will incur the full cost of the event.

### **NON-ATTENDANCE**

Non-attendance is considered the equivalent to less than seven (7) days' notice of cancellation. For events with a cost to attend, the full cost of the event will be charged (no refunds for payments made before the event).

## Webinars

### **CHANGE OF REGISTRATION**

Any changes to webinar registrations can be made up to the start time of the event by going to [Event Management 'My registrations'](#) or email [events@isq.qld.edu.au](mailto:events@isq.qld.edu.au).

### **NON-ATTENDANCE**

No refunds will be provided for non-attendance.

### **TRANSFER OF REGISTRATION**

All registrations are transferable to members from the same organisation.

Requests for transfer of registration must be made in writing including the new attendee's name and email address by the registered person to [events@isq.qld.edu.au](mailto:events@isq.qld.edu.au) at least three days prior to the event. All other registration details will be assigned to the new person unless otherwise specified.

### **CANCELLATION OF AN EVENT BY ISQ**

While all efforts will be made to run advertised events, Independent Schools Queensland reserves the right to alter or cancel, without prior notice, any of the arrangements relating directly or indirectly to an event, for any circumstances beyond the Independent Schools Queensland's reasonable control. This includes the cancellation of an event itself. Independent Schools Queensland's maximum liability is limited to a full refund of the workshop registration fee. Independent Schools Queensland accepts no additional liability for travel costs, hotel costs, or any other additional costs incurred. Participants should seek guidance from the event owner regarding travel and teacher release reimbursement costs associated with attending a professional learning opportunity or event.

[External Code of Conduct Policy](#)