

HTAV EVENTS TERMS AND CONDITIONS

By registering to attend an HTAV event, you agree to the following terms and conditions.

1. HTAV Professional Learning

HTAV is committed to providing exceptional professional learning to its members and the History teaching community. HTAV aims to provide guidance and support with a range of events and conferences to suit all History teachers.

Attendees of HTAV professional learning events will receive entry or digital access to the event on the day/s registered and access to any handouts and presentation slides provided by presenters after the event.

2. Registrations

All attendees must register online via the HTAV website prior to the registration closing date.

Should you have any difficulty registering, please contact the HTAV office during standard business hours and a member of HTAV staff will assist you to register online. Depending on your needs, HTAV may ask you to complete a written registration form, one per attendee, to be returned to HTAV via email at events@htav.asn.au.

Complete attendee details for **every** attendee must be provided, including the correct email address with no spelling errors. This is so that HTAV can email to each person their final confirmation email and post-conference materials.

Once the registration has been completed and payment has been received, HTAV will send an email confirming registration is complete. If you have not received email confirmation within seven (7) working days from submitting your registration, please contact the HTAV office during standard business hours.

During the week of the event, HTAV will email final confirmation and event information to all attendees to the email address provided at registration.

By registering to attend an HTAV event, you agree to receive email communications from HTAV regarding your registration and the services provided on the day/s of the event.

HTAV acknowledges that providing personal information is an act of trust and takes this seriously. Through the registration process, HTAV will collect personal information, such as contact details, school employment details, bank account and/or credit card details, payment history, event attendance history and/or sensitive information. We promise to only deal with or disclose your information in accordance with our privacy policy. For more information regarding HTAV's [Privacy Policy](#), please visit the HTAV website.

3. Pricing and Payment

All prices include GST and are subject to change without notice. Payment must be provided at registration to secure a place at an HTAV event.

3.1 Payment options

HTAV provides two payment options when registering online: credit/debit card or purchase order number. All HTAV School members have the option to pay by purchase order. To do so, HTAV School members must log into the HTAV website using their unique login details prior to completing the registration and provide a purchase order number in the payment gateway. Should an HTAV School member have any difficulties accessing the 'invoice my school' option at checkout, please contact the HTAV office during standard business hours.

If paying by purchase order, fees are due 30 days from the date that appears on the invoice. HTAV will make a reasonable effort to contact those with outstanding payments. Further action may be taken if fees are not paid within a reasonable period, including cancellation of HTAV membership.

If you experience difficulties when registering online, please contact HTAV during standard business hours and a HTAV staff member will assist. If the difficulty cannot be resolved, you may be required to complete a hard copy registration form. In this instance, you will be offered the choice of two payment methods: either by purchase order number or by electronic bank transfer.

3.2 Discounts

All HTAV members receive a discounted registration fee. The amount of the discount depends on the membership type.

To access the discount, HTAV members must log into the HTAV website using their unique login details and the best discount they are entitled to will be automatically applied.

School members will need to be linked to the school membership to receive the member discount. This means they appear in HTAV's database as one of teachers covered by the school membership. The primary contact for the school membership can manage the list of members.

If your school holds an active HTAV membership and your discount is not showing at checkout, please do not complete the registration. Instead, contact the primary contact of the membership and ask to be added as a member or email events@htav.asn.au for assistance. Once you have been linked as a member, you can then complete your registration.

3.3 Cancellation policy

Cancellation of a registration must be received in writing. Our terms are:

Cancellation less than 7 days before the event	No refund
Cancellation at least 7 days prior to the event, but still receive all conference materials and handouts	50% refund
Cancellation at least 7 days prior to the event, do not choose to receive conference materials and handouts	75% refund

If cancellation within 7 days of the event is due to unavoidable family or personal circumstances, including ill health supported by a doctor's certificate, the Events Manager may offer a refund at their discretion.

All cancellations approved by HTAV will be processed within thirty (30) days from the date of the event.

4. Location

HTAV will always attempt to provide HTAV events at locations that are easily accessible to all. Attendees with special needs or mobility restrictions should contact the HTAV Events Manager **prior to the event** on 03 9417 3422 or on events@htav.asn.au.

HTAV may be required to change the location of an event at short notice, including from a physical location to online. HTAV will inform attendees with as much notice as possible.

5. Health and Wellbeing

HTAV values and encourages the respectful exchange of diverse views and perspectives. We are also committed to the cultural and psychological safety of our delegates and participants. We encourage you to contact HTAV's Event Manager at events@htav.asn.au if you have any concerns about your experiences at our events.

HTAV staff and/or Board members will intervene if they believe it is necessary to support the cultural and psychological safety of delegates and participants.

6. Frequently asked questions about HTAV events

6.1 *Can I book a place at an event?*

HTAV is unable to take bookings for events. As some events and sessions can sell out, HTAV recommends registering for an event online during the registration period to secure your place and your preferred sessions. All registrations must be completed prior to the registration closing date. See *Section 2. Registrations* for more information.

6.2 *Why don't I have a confirmation email for my registration?*

There could be a spelling error in your email address when you registered, or the registration was not successfully completed. Please contact the HTAV office during standard business hours and a staff member will be able to help you. If you are unable to contact the HTAV office within a reasonable time, please visit the HTAV registration table on the day of the event.

6.3 *I have not received the member discount. What do I do?*

If you are registering yourself, please check that you are logged into the HTAV website using your unique login details. If your membership is up to date and you have logged in, the discount should automatically apply.

If you are registering another person and you hold a school membership and the discount has not been applied, please check with the Primary Contact of the membership to ensure **the person you are registering** is linked to a school membership and that you are logged into the HTAV website using your unique login details.

Should you continue to have difficulty accessing the discount, please try another web browser or contact the HTAV office during standard business hours and a staff member will be able to help you.

6.4 *When will I receive the presentation materials?*

Materials for distribution are provided at the discretion of the workshop presenters. These materials are made available to attendees via email once the event has been held and HTAV has received them from presenters. This may take up to two weeks.

6.5 *Should I bring my laptop?*

A laptop, smart phone or tablet is not usually required at HTAV's professional learning events, however some workshop sessions require the use of such devices. HTAV will indicate this in the program. Please ensure your device is fully charged and Wi-Fi enabled.

6.6 *Will there be food available at the event?*

Attendees should consult the program for information regarding event catering. Catering, tea and coffee is usually provided by HTAV and is included in the registration fee. Those with special dietary requirements should indicate their needs when registering online. Information regarding dietary requirements will be made available in your final confirmation email.

6.7 Can someone else attend in my place?

Registrations may be transferred in exceptional circumstances. HTAV must be informed at least seven (7) days prior to the day of the event.

6.8 What if an event is cancelled by HTAV?

Should HTAV cancel an event, notifications will be posted onto our website and we will do our best to inform attendees. HTAV will provide full refunds.

6.9 Can I register on the day of an event?

As some events and sessions can sell out, HTAV recommends registering for an event online during the registration period to secure your place and your preferred sessions. Should registrations close before you can complete your online registration, please contact the HTAV office during standard business hours and a member of HTAV staff will do their best to assist you.

7. Disclaimer of Liability

Events, dates, prices and/or venues may be subject to change. HTAV reserves the right to amend fees or any part of the event, should it be necessary.

Due to unforeseen circumstances, such as the withdrawal or illness of a presenter, HTAV reserves the right to cancel sessions. In these circumstances, notifications will be posted onto our website and we will do our best to inform attendees of any changes. Attendees will be invited to select an alternative session. A refund will not be provided.

HTAV will not accept liability for damages of any nature sustained by participants or their accompanying persons, or for loss or damages of their personal property, as a result of attending the event.

The opinions expressed at HTAV events are those of presenters and do not necessarily reflect the views of HTAV. Attendees must use their professional judgement to decide whether to incorporate the strategies and knowledge from sessions into their teaching.

8. HTAV may change Terms and Conditions

HTAV may sometimes add to, change or remove items from our Events Terms and Conditions. HTAV will give notice of any changes by publishing them in our newsletter and/or placing a notice on our website. The most up-to-date Terms and Conditions apply.

Further information regarding the HTAV Constitution and policies of the Association are available on the HTAV website, or on request. Please contact HTAV at events@htav.asn.au should you have any queries regarding the Events Terms and Conditions or the HTAV Constitution.

Queries

Any questions or concerns with respect to the Events Terms and Conditions should be directed to:

- 03 9417 3422 between 9am and 5pm AEST Monday to Friday
- events@htav.asn.au
- In writing, to:
History Teachers' Association of Victoria
Suite 105, 134–136 Cambridge Street
Collingwood VIC 3066

Endorsed by the HTAV Board: August 2024

Due for review: September 2026