

## HTAV STUDENT LECTURES TERMS AND CONDITIONS

By registering to attend the HTAV Student Lectures, you agree to the following terms and conditions.

### 1. What are the HTAV Student Lectures?

The HTAV Student Lectures are offered to those studying or teaching VCE Units 3 and 4 in Australian History, Ancient History and Revolutions. Attendees will receive entry or digital access to the Student Lectures 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](mailto: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 their final confirmation email and post-Lecture materials.

Once the registration has been completed and payment has been received, HTAV will send an email confirming registration. 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 Student Lectures, HTAV will email final confirmation and Student Lecture information to all attendees to the email address provided at registration.

By registering to attend the HTAV Student Lectures, 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 attendance 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 the Student Lectures.

#### 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 difficulty 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

HTAV aims to provide the best possible price for Student Lecture tickets. Though we are unable to offer discounts on individual tickets sold, HTAV offers teachers a complimentary ticket when they register a group of 10 or more students to attend. HTAV will provide details about how to access the complimentary ticket on the HTAV website.

### 3.3 Change-of-mind policy

Student Lecture tickets are non-refundable and non-transferable. In lieu of refund, HTAV provides access to handouts and supporting material provided by presenters. All ticket sales are final, so please be sure that you can attend prior to registering.

If non-attendance 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.

## 4. Location

HTAV will always attempt to provide HTAV Student Lectures at a location that is 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 [events@htav.asn.au](mailto:events@htav.asn.au).

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

## 5. Frequently asked questions about the Student Lectures

### 5.1 Can I book a place at the Student Lectures?

HTAV is unable to take bookings for Student Lectures. HTAV recommends registering for the Student Lectures online during the registration period to secure your place and your preferred sessions. All tickets must be purchased prior to the registration close date. See *Section 2. Registrations* for more information.

### 5.2 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.

### 5.3 I didn't receive my email ticket. What do I do?

If you have not received your confirmation email ticket, please contact the HTAV office during standard business hours prior to the day of the Student Lectures.

### 5.4 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 Student Lectures have been held and HTAV receives them from presenters. This may take up to two weeks.

*5.5 Should I bring my laptop? (for physical/in-person events)*

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

*5.6 Will there be food available on the day? (for physical/in-person events)*

Catering will not be provided by HTAV. We recommend that you bring your own food and water to the venue as there will be limited time or opportunity to purchase these items during the day.

*5.7 Can I register on the day of an event?*

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.

## **6. HTAV Child Safety and Wellbeing Policy and Code of Conduct**

HTAV is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at HTAV is responsible for the care and protection of children and reporting information about child abuse.

Further information about the [HTAV Child Safety and Wellbeing Policy and Code of Conduct](#) can be found on the HTAV website.

## **7. Disclaimer of Liability**

HTAV reserves the right to amend fees or any part of the Student Lectures, 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 Student Lectures.

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

## **8. HTAV may change Terms and Conditions**

HTAV may sometimes add to, change or remove items from our Student Lectures 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.

## **Queries**

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

- 03 9417 3422 between 9am and 5pm AEST Monday to Friday
- [events@htav.asn.au](mailto: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*