





- 3.1.5 Final paper submission, speaker registration, publication agreement submission, and bio notes submission - 26 July 2022
- 3.1.7 PowerPoint presentation - 20 September 2022
- 3.1.8 Pre-recorded recording submission, if applicable - 20 September 2022
- 3.2 Abstract submission
  - 3.2.1 Abstracts are submitted via the Event Website.
  - 3.2.2 You will be informed via email whether your abstract has been accepted or not. If your abstract is accepted, you will be invited to submit a draft paper via the Event Website.
- 3.3 Paper submission and review process
  - 3.3.1 Draft papers are submitted via the Event Website.
  - 3.3.2 Your paper will then undergo a peer-reviewed process. Following the review process, you will be informed via email whether your paper has been accepted with minor or major changes, or if your paper has not been successful.

## **4 Editorial process**

- 4.1 The ACG Publications team will undertake a full editorial process which is considered to commence upon receipt of your abstract.

## **5 Presentations**

- 5.1 Speakers must submit a PowerPoint presentation, together with signed publication permission agreement, in the following format:
  - 5.1.1 Aspect ratio 16:9
  - 5.1.2 Format .mp4
  - 5.1.3 No longer than 25 minutes in duration (keynotes have up to 40 minutes)
- 5.2 Speakers must submit presentations to [publications-acg@uwa.edu.au](mailto:publications-acg@uwa.edu.au). If file size is too large for an email, please use a transfer site such as WeTransfer and notify the ACG of such.

## **6 Personal Information**

- 6.1 The ACG will use Speaker Personal Information in accordance with the UWA Privacy Policy (<https://www.web.uwa.edu.au/privacy>). The ACG supports the privacy principles contained in the Privacy Act 1988 (Cth).
- 6.2 The ACG's primary use for Speaker Personal Information will be for documenting attendance at the Event and for future marketing.
- 6.3 For Speakers based in the European Union and the United Kingdom, the ACG will use Personal Information in accordance with the General Data Protection Regulations (GDPR).

## **7 Photography and video**

- 7.1 The ACG may take photography and/or video during the event and may use either for promotional purposes.

## **8 Changes to Event**

- 8.1 The ACG reserves the right to make changes to the Event. This includes, but is not limited to, changes to the format, dates, timing, and content of the Event schedule and/or presentation and speakers.

## **9 Cancellation**

- 9.1 The Speaker may request cancellation of their registration in writing to the ACG. In the event that the Speaker cancels, a refund will then be issued in accordance with the following:
  - 9.1.1 Cancellation up to 8 days before event = full refund minus AUD150 administrative fee
  - 9.1.2 Cancellation 7 days or less before event = No refund
  - 9.1.3 Non-attendance = No refund
- 9.2 If the Speaker registers and subsequently withdraws their paper, an editorial fee of AUD440 (GST



inclusisve) will be withheld by the ACG. The Speaker is entitled to attend the Event but will need to pay the difference between a Speaker registration and general attendee registration.

- 9.3 The ACG reserves the right to cancel the Event at any time and for any reason and accordingly be released from their obligation to the Speaker in accordance with these Terms & Conditions. In the event of cancellation by the ACG, a full refund will be given.

## **10 Limitation of liability**

- 10.1 The information contained in the presentations are for general educational and informative purposes only. Except to the extent required by law, the ACG makes no representations or warranties express or implied as to the accuracy, reliability, or completeness of the information stored therein.
- 10.2 To the extent permitted by law, the ACG will not be held liable for any loss or damage (including direct, indirect, special, or consequential) arising out of or in connection with the Event. This includes:
- 10.2.1 The Speaker's reliance on anything contained in, or omitted from, the Event (including, but not limited to, visual and audio presentations by other Speakers and sponsors).
  - 10.2.2 The Speaker's inability to access the Event and any associated services for any reason.
  - 10.2.3 The failure of the Event and any associated services for any reason.
- 10.3 The Speaker acknowledges that the information provided in the Event is to assist the Speaker with undertaking their own enquiries and analyses and that the Speaker should seek independent professional advice before acting in reliance on the information contained therein. Whilst all care has been taken in presenting this information herein, no liability is accepted for errors or omissions. The views expressed in the presentations are those of the individual Speakers and may not necessarily reflect those of the ACG.
- 10.4 To the extent permitted by law, the ACG will not be held liable for failure to perform under these Terms & Conditions to the extent such performance is affected by a force majeure event. A force majeure event is defined as any of the following, whether or not foreseeable or anticipated: Acts of God, terrorism, war, civil unrest, strike or labour dispute, breakdown, labour or material shortage, blockade or embargo, supplier failure, epidemic or pandemic (including COVID-19), government restriction or recommendation, legal requirement, extreme weather, earthquake, drought, fire, flood, explosion, natural disaster, and/or any other event, cause or circumstance that is beyond the ACG's reasonable control.

## **11 Miscellaneous**

- 11.1 These Terms & Conditions are governed by the laws of Western Australia, Australia. The Speaker submits to the exclusive jurisdiction of the courts in Western Australia to determine any matter or dispute which arises under these Terms & Conditions.
- 11.2 If any provision of these Terms is deemed invalid or unenforceable, all or part of that provision will be severed from the Terms and will not affect the enforceability of the remaining provisions of the Terms.
- 11.3 These Terms & Conditions constitute the entire agreement between the ACG and the Speaker.

## **12 Changes to Terms & Conditions**

- 12.1 These Terms & Conditions are subject to change by the ACG at any time.

## **13 Contact**

- 13.1 For further information about these Terms & Conditions, please contact the ACG at [publications-acg@uwa.edu.au](mailto:publications-acg@uwa.edu.au) or +61 8 6488 3300