

ADAVB CPD IMPORTANT INFORMATION & TERMS AND CONDITIONS

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Disclaimer

- The information and opinions presented at the Continuing Professional Development (CPD) programs described in this handbook are those of the presenters.
- Presentation at a CPD program of clinical methods, materials, techniques or approaches to business issues that arise in dental practice do not constitute endorsement by the Australian Dental Association Victorian Branch (ADAVB). By registering for a CPD program, the delegate takes sole responsibility for the use of any information provided in the CPD program.
- Presenters have been asked to ensure that their presentations are independent, and with clinical topics scientifically based. Participation in the ADAVB CPD programs does not imply that the ADAVB endorses the content or agrees with the opinions of the presenters.
- ADAVB reserves the right to alter program details as circumstances require.
- Acceptance of advertisements for this handbook does not imply endorsement by ADAVB.

Registration and Fees

- Registration and discounted fees are stated within the event information.
- Members: The member rate is for current members of the ADAVB and other Branches of the ADA.
- Students: The student rate applies to full-time dentistry students enrolled at either undergraduate or postgraduate level in 2017. Proof of your student status (e.g. photocopy of student ID) needs to be provided when registering.
- Retired Members: The retired member rate is only available to dentists who no longer practice and hold a current retired membership with the ADAVB.
- Staff: The staff rate applies to practice staff employed by an ADAVB member. The member's name and ADAVB membership number must be provided on their registration form.
- Non-Member: Non-Member dentists, including those that are employed by current ADAVB members, are not eligible for staff or member rates under any circumstances.

Payment of Course Fees

- Register with a credit card by faxing the registration form to (03) 8825 4644; online at www.adavb.net or mail the registration form with credit card details or cheque made payable to "ADAVB Inc" to ADAVB, PO Box 9015, South Yarra VIC 3141. PHONE REGISTRATIONS AND PAYMENTS WILL NOT BE ACCEPTED.
- Once full payment of the registration fees has been received a confirmation letter/ receipt will be emailed or mailed to you (where no email is provided).
- Contact the ADAVB if confirmation of your enrolment is not received within 7 days of your initial application.
- Registrations must be received three working days prior to the event otherwise an additional fee of \$25 will incur.
- All course fees include 10% GST.
- All receipts show ADAVB's ABN 80 263 088 594, ARBN 152 948 680 & Reg'd Association No. A0022649E

Cancellations

- Lectures: Cancellations received up to 7 working days prior to the event date will be refunded. No refunds will be issued for cancellations made less than 7 working days prior to the event.
- Hands on Workshops: Cancellations received up to 14 working days prior to the event date will be refunded. No refunds will be issued for cancellations made less than 14 working days prior to the event except under special circumstances.
- A substitute delegate may be nominated and ADAVB must be informed of the substitute's details.
- All cancellations must be made in writing to the ADAVB.
- Refunds will be issued via cheque. Please allow up to 14 working days for refunds to be processed.
- A \$50 administration fee applies to all cancellations.

Failure to attend

- A delegate who fails to attend is not eligible for a refund or credit under any circumstances.

Program Cancellation/Rescheduling

ADAVB takes all care to produce high quality program events that deliver as promoted. All advertised details are correct at the time of publication. However when circumstances beyond our control prevail, ADAVB reserves the right to cancel, postpone, relocate or reschedule any program. If ADAVB exercises this option, ADAVB will employ reasonable endeavours to notify delegates as early as possible to minimise inconvenience. ADAVB will not accept any travel and accommodation costs incurred by delegates. Where a refund is due to a delegate, the appropriate refund will be issued within 30 days of notification.

In case of program postponement or rescheduling, the delegate may choose to transfer the fee from the cancelled course to a future program of equal value.

Venues for 2017

- Check individual events for venue information.
- ADAVB reserves the right to change the venue and will notify all registrants.

Parking Facilities

- Parking facilities vary depending on the venue of the program. Whilst ADAVB tries its best to find venues with adequate parking facilities, available parking cannot be guaranteed. ADAVB encourages all participants to arrive early to avoid any potential parking problems. Most venues are easily accessible via public transport.

Catering and Dietary Requirements

- Catering will be provided for each course. Full day courses (e.g. 9.00am – 5.00pm) will have morning, afternoon tea and lunch provided. Half -day courses (either morning, afternoon or evening) will have light refreshments provided, unless otherwise stated.
- Dietary requirements must be specified on the application form. While ADAVB tries to accommodate specific dietary needs, it cannot guarantee that the requests can be met. Call the ADAVB if in doubt.

Course notes

- ADAVB encourages presenters to provide notes for delegates however this is at the presenter's discretion. In the interest of environment sustainability ADAVB may replace printed course notes with an electronic copy. Delegates will be notified how they can receive electronic copies.

CPD Hours/Certificates

- Activities are approved for the stipulated hours of scientific/non scientific CPD hours. A CPD certificate will be issued at the completion of the event. Participants who cannot attend the entire day/hours will have their hours on the certificate adjusted accordingly.

Privacy Statement

- ADAVB is bound by the Privacy Amendment (Private Sector) Act 2000. The information provided by you will be used to register you for CPD programs only. The ADAVB will not provide your details to any third parties.