

POLICY – REFUNDS OF ANNUAL SCIENTIFIC MEETING REGISTRATION FEES

This policy applies only to the registration fee for SPUMS Annual Scientific Meetings (ASM’s). It does not apply to airfares, accommodation or diving workshop costs, which are the responsibility of external providers.

SPUMS holds a Scientific Meeting each year for the purposes of sharing scientific advances and education in the field of Diving and Hyperbaric Medicine, and for developing best practice guidelines in an environment that fosters networking between members.

The Annual Scientific Meeting (ASM) convener is tasked with organising the ASM, and managing the budget of the event. This process requires significant advance planning including financial commitments to secure the venue, speakers and logistics of the meeting.

Registrants for the Annual scientific meeting pay a registration fee which covers the costs of the ASM. These costs include conference venue hire, food, audiovisual equipment, administrator costs, keynote speaker airfares, accommodation and registration, and convener costs (the convener is provided airfares, accommodation, registration and diving, but no financial payment), in accordance with SPUMS ASM guidelines. As the year before the conference occurs, there is progressive disbursement of funds to the conference amenities and structures. This progressive disbursement also means that registration fees are progressively committed in the months prior to the conference. Usually, all conference costs are paid by the convener no later than 6 weeks before the conference.

The refund policy for Annual Scientific Meeting Registration fees, if either the delegate or SPUMS cancels due to a force majeure event, is as follows:

Cancellation > 6 months prior to ASM	- Full Refund
Cancellation < 6 months but > 3 months prior to ASM	- 75% Refund
Cancellation < 3 months but > 6 weeks prior to ASM	- 50% Refund
Cancellation < 6 weeks prior to ASM	- No Refund

This policy shall be advertised during the marketing of all SPUMS scientific meetings, and included in the terms and conditions of event registration.