

## PRIVACY STATEMENT

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1. This website is operated on behalf of PMI Melbourne Australia Chapter ABN 82 591 960 063 (**we** or **us** or **our**). By using the website, or signing up to our mailing list, you agree to be bound by the following privacy policy.
2. Please use caution and common sense when using the website. You are entirely responsible for the information that you provide or post on the website, or send to us or other people. We do not edit this information, and we are not liable for errors or omissions in the information that you or other users submit. However, we may at our sole discretion, edit or delete any material we consider inappropriate.
3. We are committed to protecting your privacy. We will not sell, trade or rent your personal information to others.
4. We do not request, receive or store any credit card information. All payments are handled by a secure third party ticketing and payment gateway. Please refer to our Ticketing & Delivery Policy, below.
5. When you use the website, you acknowledge and agree that we may use non-identifiable information generated by your browsing activities to improve our services.
6. While this website does use cookies, the cookies do not contain any personally identifying information. Even if you have configured your web browser not to accept cookies, you can still use most of the features on the website.
7. You agree that, if you have subscribed to our mailing list, we may use your contact details to promote the PMI Australia Conference and related products, services and activities to you, or notify you about important changes to the website. If you would rather not receive this information please notify us at [convenor@pmi.org.au](mailto:convenor@pmi.org.au) or use the unsubscribe facility on the email received.
8. If you wish to unsubscribe from our mailing list, we may retain your contact information for archival purposes only, and will not disclose your information unless required by law.
9. If we make changes to the terms of this Privacy Policy, we will post the changes and update the revision date listed on this document.

## TICKETING AND DELIVERY POLICY

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1. We use Eventbrite's registration and ticketing system and payment gateway to process registrations, ticketing, online credit card transactions and payment. For more information about Eventbrite, online credit card payments and Eventbrite's privacy policy, please visit <https://www.eventbrite.com.au/security/>.

### Tickets

2. After ordering online, you will receive an email confirmation from Eventbrite containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering.
3. We will not post your tickets to you; you will collect them when you attend our events. If we need to post any other documentation to you, we will endeavour to send them within 5 working days, and in rare cases the delivery may take a little longer.
4. If you wish to query a delivery please contact us at [convenor@pmi.org.au](mailto:convenor@pmi.org.au).

### Email Delivery

5. After ordering online, you will receive an email confirmation from Eventbrite containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering.
6. If you wish to query a delivery please contact us at [convenor@pmi.org.au](mailto:convenor@pmi.org.au)

### 7. Refund Policy

8. PMI Australia Conference 2014 ticket purchases are NON-refundable except under extenuating circumstances or unless otherwise arranged with PMI Australia Conference prior to purchase.
9. However, you can transfer your registration and ticket to another person under notice to PMI Australia Conference. If you would like to transfer your conference, masterclass or gala dinner ticket, please email us at [convenor@pmi.org.au](mailto:convenor@pmi.org.au) to request the transfer.
10. If for any reason you are unable to nominate a replacement to attend any PMI Australia Conference 2014 events (conditions apply), please email us at [convenor@pmi.org.au](mailto:convenor@pmi.org.au) to discuss a mutually agreeable resolution.

**Please be aware that Eventbrite is based in the USA and in some instances Australian Credit Cards may charge a international transaction fee.**

**Please check with your bank to determine if this will apply to your credit card before you purchase your ticket.  
The PMIAC event organisers have no control over this fee.**

**If you would like to be issued an invoice for direct deposit payment please contact us at [events@partnerandprosper.com.au](mailto:events@partnerandprosper.com.au)**