

Registration and Payment

Registration for RISSB events or training courses must be done through the online registration form found on the RISSB website. Upon completion of a valid registration form, an invoice for the registration fee will be emailed to the Attendee and the billable organisation as defined on the registration form.

Payment may be made by credit card or EFT and required within 14 days of receipt of registration. Payments must be received and allocated to the invoice 7 working days prior to the event or admittance will not be permitted. If you are registering on behalf of another person it is your responsibility to ensure that the Attendee is aware of these terms and accepts them, and by completing the registration you are warranting that you have made the Attendee aware of these terms and that they have accepted them.

Each paying delegate is deemed to be an Affiliate Member of RISSB. RISSB Affiliate Member status is valid for the financial year but does not provide access to other RISSB member benefits. At the conclusion of the current financial year, individuals from non-RISSB member companies will automatically revert to non-RISSB member status. Payment is taken as acceptance of these terms.

Cancellation and Substitution

Cancellations must be advised in writing at least 10 working days prior to the event. A refund and/or credit will not be given if a delegate fails to attend or cancels within 10 working days prior to the event. Substitutions can be made at any time.

RISSB reserves the right to postpone or cancel an event and will make every effort to contact participants in the event of an alteration to the program.

Booking Confirmation

Upon receipt of payment, RISSB will provide confirmation to the Attendee of their place being secured at the nominated event.