

# IMAC Professional Development Days 2026

## Terms & Conditions

### Payment options

Payment is by credit card. Upon successful registration, a receipt will be emailed.

If your organisation has given approval to pay in-person attendance registration fees for 3 or more registrations and has requested an invoice for payment, please email [imacevents@auckland.ac.nz](mailto:imacevents@auckland.ac.nz) with the following details. This payment method is not available for Zoom/online registrations

1. Contact name
2. Organisation name & address
3. Email address for the invoice & organisation accounts email
4. Purchase order number (if applicable)
5. Names and email addresses for participants
6. Which event date participants wish to register for

Payment of invoice is due within 14 days of the date of your invoice, or immediately if the event will be held in less than 14 days between the invoice and date of event. Full payment must be received before the event. A promo code for registration is provided to the participant/s after payment is received.

### Transfer of registration

On request, your paid registration can be transferred to another colleague within your organisation if you are unable to attend the event. Please provide name & email address of colleague for transfer purposes. Otherwise please refer to 'Refunds' below. We are unable to hold payments in credit for the following year's event.

### Sickness

If you are unwell, please let us know as soon as possible before the event date by emailing [imacevents@auckland.ac.nz](mailto:imacevents@auckland.ac.nz). If you are unable to transfer your registration to a colleague, we will provide a refund in accordance with the refund terms below.

### Refunds

#### *For Auckland 5 May event*

As Auckland will be the only Professional Development Day facilitated as both an in-person and an online event, there will be the option of transferring to the online event leading up to or on the day if you are no longer able to attend the day in-person.

- **Up to one (1) working week prior** to 5 May in-person event: an \$85 refund will be issued with access to the online event.
- **Cancellations made from 28 April onwards**; no refund will be issued. Access to the online event will be offered.

Alternatively, you may also wish to transfer your in-person registration to the Wellington or Christchurch in-person date at no extra cost.

#### *For Wellington 12 May and Christchurch 14 May events*

- Cancellations made **more than one (1) working week prior** to the purchased Professional Development Day will be eligible for a \$100 refund.
- Cancellations made **within one (1) working week of the selected event date** are not eligible for a refund.

Refund surcharges are to cover administration and/or catering. To avoid surcharge, registration may be transferred to a colleague if preferred instead.

### Event non-attendance

A refund cannot be issued if you do not turn up on the day of the event.

### Cancellation of event

IMAC reserves the right to cancel any of the Professional Development Days due to unforeseen circumstances. If possible, participants will be notified of cancellation at least 14 working days before the event. A full refund will be provided.