

Attendance and Cancellation Policy

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Registration Eligibility

Unless specified otherwise on the event or program brochure, registration for our events and programs are only open to:

- Local Government Professionals Australia, SA members
- Council employees
- Employees of regional subsidiaries and
- Local Government Professionals Australia, SA invited guests

Event Registration Cancellation (general)

Whilst Local Government Professionals Australia, SA is sympathetic to the inevitability of changing circumstances, each cancelled registration incurs a cost. It is for this reason that the following section of our cancellation policy applies to all events, excluding our Learning and Development Programs, the Rural Management Challenge and the Australasian Management Challenge.

Cancellations Received	Refund
More than 2 weeks prior to event	100% refund
Between 2 weeks and 1 day prior to event	50% refund
On the day	No refund

Note:

- In all cases substitutions are a welcome alternative. In this instance, no fees will be charged but LG Professionals, SA must still be notified of the substitution as soon as practical.
- In the event of extenuating circumstances, requests for waiver of cancellation fees MUST be made in writing to the CEO and will be honoured only if they have been confirmed in writing by the CEO.

Changes to event/program disclaimer

LG Professionals, SA reserves the right to change a speaker and/or agenda details at any time throughout the marketing lifecycle of an event or program.

We will do everything within our control to minimise the risks of changes to any event or program and will always endeavour to deliver the content that is advertised.

In the case of a change occurring in the lead up to an event, where time permits, we will notify all registrants within a timely manner.