

Registration information

for conference and conference workshops

Registrations are open for:

- **Conference workshop program**, Sunday 28 and Monday 29 August > [see program details](#)
- **AES 2022 International Evaluation Conference**, Tuesday 30 August to Thursday 1 September

Please read all the information carefully, including the [terms and conditions](#).

Online registration closes **19 August 2022**. Thereafter, conference registrations will be available on site and may incur an increased onsite registration fee.

Prices include 10% GST

2022 REGISTRATION FEES (per delegate)	Early Bird (on/before 7 July)	Full	On-site
THREE-DAY CONFERENCE REGISTRATION			
Three-day conference registration includes: <ul style="list-style-type: none"> • entry to all conference sessions on 30, 31 August and 1 September (excludes conference workshops on 28 and 29 August) • Conference Gala Dinner at The Skyline Room, Adelaide Convention Centre, 31 August (evening) • Conference official documentation • Lunch, morning and afternoon tea on each day of the conference 			
Individual Member 3 days	A\$1,099	A\$1,380	A\$1,380
Organisational Member staff 3 days*	A\$1,279	A\$1,540	A\$1,540
Non Member 3 days	A\$1,430	A\$1,720	A\$1,900
Full-time Student 3 days[#]	A\$769	A\$879	A\$879
ONE-DAY CONFERENCE REGISTRATION			
One-day conference registration includes: <ul style="list-style-type: none"> • entry to all conference sessions on the day registered (excluding conference workshops) • Conference official documentation • Lunch, morning and afternoon tea on the day registered 			
Day Member 16 or 17 or 18 September	A\$635	A\$695	A\$695
Day Organisational Member staff*	A\$645	A\$740	A\$740
Day Non Member 16 or 17 or 18 September	A\$720	A\$835	A\$920

CONFERENCE WORKSHOPS (per workshop and delegate)

Note: The AES cannot guarantee that each workshop will go ahead as scheduled. If a workshop is cancelled, you will be offered a place in another workshop, or a refund.

	Early Bird on/before 7 July	Full
Whole day workshop Member 28 or 29 August	A\$450	A\$500
Whole day workshop Organisational Member staff* 28 or 29 August	A\$560	A\$610
Whole day workshop Non Member 28 or 29 August	A\$630	A\$680
Whole day workshop Student Member# 28 or 29 August	A\$330	A\$380
Half day workshop Member 28 or 29 August		
	A\$250	A\$300
Half day workshop Organisational Member staff* 28 or 29 August	A\$380	A\$430
Half day workshop Non Member 28 or 29 August	A\$430	A\$480
Half day workshop Student Member# 28 or 29 August	A\$230	A\$280
# Student discount: Students must be full-time and provide a copy of their student identification card/number or a supporting note from their Head of Department upon registration which can be faxed to +61 3 8344 8490 or scanned and forwarded by email to conference@aes.asn.au . Without this information, the full registration fee will be charged.		
* Organisational Member rates: Before choosing this rate, please check with your organisational member status with your organisation or aes@aes.asn.au . You will be invoiced for the difference if you're not a staff member of an organisational member of the AES.		

Registration process for conference workshop program

- Please register via the conference/conference workshop registration portal - see link below.
- Choose the number of workshop tickets you need in each category, fill in the form and click 'Next'. You will be able to enter the workshop participant information for each ticket. On the next screen choose which workshop each participant wishes to attend.
- If you have already registered for the Conference, follow the steps above and ignore the options for Conference tickets shown. You will be issued an additional invoice for the pre-conference workshops; your existing Conference registration details will not be affected.
- If you wish to register for the conference workshops only, ignore the options for Conference tickets shown.
- If you wish to register for both the conference workshops and the Conference, follow the instructions for the conference workshop registration, and then, additionally, choose your Conference options.

Support participation by Emerging Indigenous Evaluators

Upon registration, each delegate will have the opportunity to choose a ticket extra as a donation to support the participation of Emerging Indigenous Evaluators to attend aes22 International Evaluation Conference in Adelaide.

This is a donation to the charitable organisation Australian Evaluation Society Ltd who will use all of the donated funds to directly support Emerging Indigenous Evaluators to attend the conference. As its contribution, the Australian Evaluation Society will waive registration fees for supported participants.

Conference program

The draft conference program will be published no later than a month before the close of Early Bird registrations. Existing delegates and those on the Conference Alert mailing list (join the [here](#)) will receive notification of its availability.

AES Membership rates

If you wish to join the AES as a member and take advantage of the discounted member rate, please complete a membership application on the [AES website](#) before submitting your registration.

If you do not know your AES Membership number, please go to the [AES website](#) and log in, your member number should appear in the right hand column. Email us at aes@aes.asn.au if you cannot locate your AES membership number.

Organisational members registration conditions

- **Staff who are Individual Members** should register as Individual Members.
- **Staff who are NOT Individual Members** should register as Organisational Member staff to automatically receive an organisational member discount.

Note: Only one staff member is eligible to register using the Organisational Membership four-digit individual member number. If you are unclear about this, or don't know if you are the staff member of an organisational member, email aes@aes.asn.au for more information.

Should you registration as an organisational staff member not be valid, we will charge for the difference between the relevant rates and reserve the right to cancel your registration should the full fee not be paid.

COVID-19 vaccination entry requirements

Please note, the Adelaide Convention Centre is a fully COVID-19 vaccinated venue for all persons aged 16 years and older. Proof of vaccination is required in order to gain entry. More info at Adelaide Convention Centre [website](#).

Venue accessibility

The Adelaide Convention Centre provides a range of accessibility options and facilities. All car parks and buildings are wheelchair accessible. [Download the centre's access and inclusion plan](#). If you have additional accessibility requirements, email conference@aes.asn.au with your phone number so that we can call you back.

Student registration conditions

For their registration to be valid, students must provide proof of their student status to conference@aes.asn.au. Should proof not be provided we reserve the right to charge for the difference between the student and non-student registration and cancel the registration should the full fee not be paid.

Are you new to evaluation or/and to the AES conference?

We will be arranging some social networking events for conference first-timers and delegates new to evaluation. If 2022 is the first time you are attending an AES International Evaluation Conference, or you are new to evaluation, be sure to check the appropriate box on the online registration form.

Social events

aes22 Awards for Excellence in Evaluation Cocktails and Gala Dinner

All three-day conference registrations include entry to the AES Awards Cocktails and Gala Dinner. Additional tickets are available for Day Delegates and Gala Awards Dinner only guests online at the time of registration.

Wednesday 31 August 2022 (evening)

Venue: Panorama Ballroom, Adelaide Convention Centre

Dress: Smart Casual

Additional tickets: \$195 (inc. GST)

Letters of invitation (for visa purposes)

The AES wishes to support international attendees in their efforts to secure the needed travel documentation and recognises that letters of invitation can help smooth the visa application process. More details [here](#).

Looking for accommodation?

A range of accommodation options are available [here](#).

Enquiries

Email conference@aes.asn.au

REGISTER AT
<https://www.ivvy.com.au/event/aes22/>

Appendix: aes22 terms and conditions

Program amendments

Although every effort will be made to keep presentations as represented, Australian Evaluation Society Ltd reserves the right to make any necessary changes to the program including cancelling the event where required.

The views and opinions expressed at the conference are those of the presenters and participants and are not necessarily endorsed by the Australian Evaluation Society (AES). The AES reserves the right to use any recordings whether audio or video and/or any photographs taken at any stage during the Conference for reporting of the Conference and/or its content at their sole discretion.

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- **Staff who are Individual Members** should register as Individual Members.
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Note: Only one staff member is eligible to register using the Organisational Membership four-digit individual member number. If you are unclear about this, or don't know if you are the staff member of an organisational member, email aes@aes.asn.au for more information.

Should your registration as an organisational staff member not be valid we will charge for the difference between the relevant rates, and reserve the right to cancel your registration should the full fee not be paid.

Student registration conditions

For your registration to be valid, you must provide proof of their student status to conference@aes.asn.au. Should proof not be provided we reserve the right to charge for the difference between the student and non-student registration, and cancel the registration should the full fee not be paid.

Entrance to Conference

Each registered delegate to the conference will receive a name badge upon registration at the conference registration desk. The badge will be your official pass and must be clearly visible at all times to obtain entry to all sessions and to social functions. The AES reserves the right to revoke the badge and privileges of anyone behaving in a disruptive or otherwise inappropriate manner.

COVID-19 vaccination entry requirements: The Adelaide Convention Centre is a COVID-19 a currently a fully vaccinated venue for all persons aged 16 years and older. Proof of vaccination is required in order to gain entry. Read about the vaccination requirement and the latest covid-safe measures at Adelaide Convention Centre [here](#).

Letters of invitation (for visa purposes)

The AES wishes to support international attendees in their efforts to secure the needed travel documentation and recognises that letters of invitation can help smooth the visa application process. More details [here](#).

Privacy

AES regards privacy as an important part of our relationship with our members and customers. Delegates will not be contacted by the AES or included in the conference delegate list unless they consent during the registration process.

Refunds and cancellations

- **A full refund** will be provided for all cancellations received in writing one month prior to the event (that is, not later than 26 July 2022). The refund will be returned via the same payment method as the original receipt of funds.
- **No refunds** will be given for any cancellations received within a month of the event (that is, after 26 July 2022) or for non-attendance on the day.
- **Delegate substitutions** may be made at any time subject to the communication to, and approval by, Australian Evaluation Society Ltd. If a replacement delegate is not a member, the non-member fee will apply and the difference must be paid immediately and prior to the event.

Conference cancellation

The Australian Evaluation Society may cancel the Conference due to circumstances beyond its reasonable control, including but not limited to Acts of God, terrorism, war, strikes or industrial action, Qre, explosion, inevitable accident, breakdown of property, changes in law, or pandemics or global health crises. Due to the nature of the event, it may be reasonable to postpone the event to a later year and/or to change the location for the Conference.

In the event of a full cancellation of the Conference by the Australian Evaluation Society, you will be entitled to a full refund of the amount of the Conference registration fee received.

The maximum liability of the Australian Evaluation Society under these Terms and Conditions is limited to a refund of the Conference registration fee with no additional liability for travel costs, hotel costs, or any other associated costs.

Delegate cancellation – medical

The health and safety of conference attendees is our highest priority. The Australian Evaluation Society is mindful of the health risks posed by COVID-19, and the importance of following official medical advice with respect to social distancing, practicing good hygiene and staying at home when unwell. The Australian Evaluation Society requests that any delegate who is feeling unwell or has cold or flu-like symptoms, or who may have been in recent close contact (as defined by the health authorities at the time) with someone with COVID-19, not attend the conference. If, on medical grounds, you are unable to attend the conference, you must cancel your attendance in writing by email to conference@aes.asn.au. A full refund will be provided in this instance, however you may be asked to provide additional details.

Payment terms

Invoices are due on the date of issue. All invoices must be settled prior to the event. Registrations received within 14 days of the commencement of the event need to be settled immediately and prior to the event. Failure to make payment as required may result in cancellation of registration. **A registration is not deemed valid until the correct fee is paid in full.**

Payment methods

Online payments

Please note all online registrations require payment by credit card, or direct deposit. To pay on invoice, select the EFT option when completing your registration. Accepted credit cards: MasterCard, Visa and American Express.

Payments by bank deposit

We accept payment of invoices by bank deposit to the following account:

Account name: Australasian Evaluation Society

Account number: 012955 253524988

Bank: ANZ

SWIFT: ANZBAU3M

Use the invoice number as the transfer description.

Cheque payments

We do not accept cheque payments.

Tax

All Conference registration fees and additional tickets are quoted in Australian Dollars. GST at 10% is included.

Insurance

Registration fees do not include insurance. It is strongly recommended that at the time you register for the conference and book your travel you take out an insurance policy of your choice. The policy should include loss of fees/deposit through cancellation of your participation in the conference, or through cancellation of the conference, loss of international / domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes, failure to utilise pre-booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses (including sickness and accident cover), loss or damage to personal property, additional expenses and repatriation should travel arrangements be altered. The Australian Evaluation Society cannot take any responsibility for any participant failing to arrange their own insurance. This insurance is to be purchased in your country of origin.