

Conference and pre-conference workshop registration information

Registrations are open for:

- **Pre-conference workshop program**, Monday 17 and Tuesday 18 September
[>>> see workshop program details](#)
- **AES 2018 International Evaluation Conference**, Wednesday 19 to Friday 21 September

Join colleagues from around New Zealand, Australia, the Asia Pacific region, and the world to explore the theme *Evaluation Capital*. Please note that all persons attending the conference must register, including all accepted paper presenters and chairpersons.

Please read all the information carefully, including the terms and conditions, before completing the online registration form.

Note: Online registration closes Tuesday 3 September 2018.

Thereafter, conference registrations will be available on site and will incur a fee calculated as 10% of your appropriate registration amount.

Registration fee (per delegate)

CATEGORY	Early bird price (on or before 6 July)	Fee
THREE DAY CONFERENCE REGISTRATION		
Includes: <ul style="list-style-type: none"> • entry to all conference sessions on 19,20 and 21 September (excluding pre-conference workshops) • Welcome Cocktail function at Penny Royal Wine Bar & Restaurant, Tuesday 18 September (evening) • Conference Gala Dinner at Albert Hall, Launceston, Wednesday 19 September (evening) • Conference satchel and official documentation • Lunch, morning and afternoon tea on each day of the conference 		
Member 3 days	A\$965	A\$1,145
Non Member 3 days	A\$1,185	A\$1,365
Full-time Student 3 days <ul style="list-style-type: none"> • 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. 	A\$575	A\$635

ONE DAY CONFERENCE REGISTRATION		
Includes:		
<ul style="list-style-type: none"> entry to all conference sessions on the day registered (excluding pre-conference workshops) Conference satchel and official documentation Lunch, morning and afternoon tea on the day registered 		
One day only Member 19 or 20 or 21 September	A\$520	A\$570
One day only Non Member 19 or 20 or 21 September	A\$595	A\$650
PRE-CONFERENCE WORKSHOP (PER WORKSHOP AND DELEGATE)		
<i>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.</i>		
Whole day workshop Member 17 or 18 September		A\$440
Whole day workshop Non Member 17 or 18 September		A\$605
Whole day workshop Student Member[#] 17 or 18 September		A\$220
Whole day workshop Student Non Member[#] 17 or 18 September		A\$303
Half day workshop Member 17 or 18 September		A\$231
Half day workshop Non Member 17 or 18 September		A\$396
Half day workshop Student Member[#] 17 or 18 September		A\$122
Half day workshop Student Non Member[#] 17 or 18 September		A\$198
<p># 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.</p> <p>Registration process for pre-conference workshop program:</p> <ul style="list-style-type: none"> 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 aes18 International Evaluation Conference in Launceston.

This is a donation to the charitable organisation Australasian 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 Australasian Evaluation Society will waive registration fees for supported participants.

AES Membership rates

If you wish to join the AES as a member to take advantage of the discounted member rate, please complete a membership application before submitting your registration by navigating to <https://www.aes.asn.au/join-the-aes/apply-to-join.html>

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

By using the VIP code provided to your organisation:

- Staff who are also Individual Members receive 10% off the member registration fee (you will be asked to enter your unique four-digit AES member number).
- Staff who are NOT Individual Members receive 10% off the non-member registration fee.

Please note that:

- the VIP code has been sent to the main contact for the Organisational Membership. If you are a staff member of an Organisational Member, please ask your organisation for the VIP code so that you can use it when registering.
- only one staff member is eligible to register using the Organisational Membership four-digit member number. If you are unclear about this please email aes@aes.asn.au for more information.

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 2018 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

- **Welcome Cocktail reception**, Tuesday 18 September (evening)
at Penny Royal Wine Bar and Restaurant
- **AES 2018 Awards for Excellence in Evaluation Gala Dinner**
All three-day conference registrations include entry to the AES Awards Gala Dinner. Additional tickets are available for Day Delegates and Gala Awards Dinner only guests online at the time of registration.

Wednesday 19 September 2018 (evening)

Venue: Albert Hall, 47 Tamar Street, Launceston

Transport: TBC

Dress: Smart Casual

Additional tickets: \$115 (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

Tel: +61 3 9035 3469
Email: conference@aes.asn.au

REGISTER:
<https://www.ivvy.com/event/AES18/start-registration/delegate>

aes18 terms and conditions

Program amendments

Although every effort will be made to keep presentations as represented, Australasian 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 Australasian 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.

Organisational member registration conditions

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Notes:

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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.

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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. No refunds will be given for any cancellations received within a month of the event or for non-attendance on the day. Delegate substitutions may be made at any time subject to the communication to, and approval by, Australasian 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.

Payment terms

Invoices have a payment term of 14 days from 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, cheque or direct deposit. To pay on invoice, select the Cheque/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

Cheques are to be made payable to 'Australasian Evaluation Society'. Your name and full address should be typed or printed clearly on the back of the cheque. Cheque payments from overseas must be a bank cheque in Australian Dollars drawn on an Australian Bank. No other currencies will be accepted.

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 Australasian 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.

