



Conference registration information

Registrations are open for the AES 2017 International Evaluation Conference. 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.

Registration fee (per delegate)

Category	Fee
THREE DAY CONFERENCE REGISTRATI	
Includes	
<ul style="list-style-type: none">• Entry to all conference sessions (excluding pre and post-conference workshops)• Conference Gala Dinner at National Arboretum, Canberra• Conference satchel and official documentation• Lunch, morning and afternoon tea on each day of the conference	
Member 3 days	A\$1,145
Non Member 3 days	A\$1,365
Full-time Student 3 days	A\$635
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.	
ONE DAY CONFERENCE REGISTRATION	
Includes:	
<ul style="list-style-type: none">• entry to all conference sessions on the day registered (excluding pre and post-conference workshops)• Conference satchel and official documentation• Lunch, morning and afternoon tea on the day registered	
One day only Member 4 or 5 or 6 September	A\$570
One day only Non Member 4 or 5 or 6 September	A\$650

Online registration closes Monday 28 August 2017

Conference registrations will be available onsite and will incur a fee calculated as 10% of your appropriate registration amount.

NEW INITIATIVE: 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 aes17 International Evaluation Conference in Canberra.

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.

Pre-conference workshop program

Registration for the pre-conference workshop program will open during April.

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: Staff of Organisational Members receive an additional 10% off the appropriate registration fee by using the correct VIP code. The 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.

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 2017 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.

AES 2017 Awards for Excellence in Evaluation Gala Dinner, Tuesday 5 September

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

Tuesday 5 September 2017, 7–11pm

Venue: National Arboretum Canberra, Forest Drive, Canberra City

Transport: Buses will leave the National Convention Centre at 6:30pm for delegates who select the 'I require bus transport to the Gala Dinner' when registering.

Dress: Smart Casual

Additional tickets: \$185 (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](#).

REGISTER: <https://www.ivvy.com/event/AES17/start-registration/delegate>

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.

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.

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. 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 within Australia, 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 have to 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.

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