



aes24

REGISTRATION INFORMATION for conference and conference workshops

Registrations are open for:

Conference workshop program

Monday 16 and Tuesday 17 September

[> Link to program details](#)

AES 2024 International Evaluation Conference

Wednesday 18 to Friday 20 September

[> Link to program details](#)

Online registration closes when the event is full or on Wednesday 11 September 2024. Thereafter, if places are still available, conference registrations will be available on site and may incur an increased onsite registration fee.

Please read all the information carefully, including the terms and conditions (pp. 5 and 6).

Three Day Conference registration

Three Day Conference registration includes:

- entry to all conference sessions on 18, 19, 20 September (excludes conference workshops on 16, 17 September)
- Conference official documentation
- Lunch and refreshment breaks on each day of the conference
- Conference Gala Dinner, 19 September (evening) at Federation Square – indicate if you are attending when registering
- Welcome Cocktail Function on the evening of Tuesday 17 September at National Sport Museum, Melbourne Cricket Ground (MCG) – indicate if you are attending when registering, including the optional MCG tour

All fees include 10% GST

THREE DAY CONFERENCE REGISTRATION (per delegate)	Fee	On-site Rego fee
Individual Member 3 days	A\$1,575	A\$1,575
Organisational Member staff 3 days*	A\$1,725	A\$1,725
Small charity (less than \$500K) 3 days	A\$1,725	A\$1,725
Non Member 3 days	A\$1,900	A\$2,100
Full-time Student 3 days [#]	A\$975	A\$975

Full-time Student discount:

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

* 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.

Day Conference registration

Day Conference registration includes:

- entry to all conference sessions on the day registered (excluding conference workshops)
- Conference official documentation
- Lunch and refreshment breaks on the day registered

All fees include 10% GST

DAY CONFERENCE REGISTRATION (per delegate)	Fee	On-site Rego fee
Day Individual Member	A\$765	A\$765
Day Organisational Member staff *	A\$820	A\$820
Day Non Member	A\$920	A\$1,000

* 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.

Conference Workshop program registration

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.

All fees include 10% GST

Whole day workshop

CONFERENCE WORKSHOPS: WHOLE DAY (per workshop and delegate)	Fee
Individual Member 16 or 17 September	A\$550
Organisational Member staff* 16 or 17 September	A\$660
Non Member 16 or 17 September	A\$730
Full-time Student# 16 or 17 September	A\$430

Half day workshop

CONFERENCE WORKSHOPS: HALF DAY (per workshop and delegate)	Fee
Individual Member 16 or 17 September	A\$350
Organisational Member staff* 16 or 17 September	A\$480
Non Member 16 or 17 September	A\$530
Full-time Student# 16 or 17 September	A\$330

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

* 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 information

New in 2024 Small charity registration rate

This reduced rate is available for staff of small charities (registered with ACNC) with annual income of \$500,000 or less. We will request your ABN upon registration.

Registration process for conference and workshop program

- Choose the number of conference and workshop tickets you need in each category, fill in the form and click 'Next'. You will be able to enter the conference and workshop participant information for each ticket. On the next screen choose which workshop session each participant wishes to attend.
 - If you wish to register for the conference workshops only, ignore the options for Conference tickets shown.
 - If you are registering for colleagues and not attending yourself, choose the 'I am not attending' option, and proceed to fill in the requested information.
-

Please note Conference dinner and welcome reception

To ensure we cater appropriately please indicate your attendance at the Gala Dinner and/or Welcome Reception by selecting the appropriate session when registering.

Conference program

The draft conference program will be published early June. Existing delegates and those on the Conference Alert mailing list will receive notification when it becomes available. [Click here to join the Conference Alert.](#)

Social events

The social program at aes24 provide a platform for delegates to meet peers, mentors, and industry leaders. These can lead to collaborations, job opportunities and the valuable exchanges of ideas. We're proud to highlight and showcase iconic Melbourne landmarks and experiences for aes24 delegates.

[Click here for details.](#)

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' participation in this year's conference. The ticket extras for donating are available at the rate of \$50, \$150, \$200 (GST free). You can also choose to donate in multiples or combinations of these amounts.

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.

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 before submitting your registration by navigating to www.aes.asn.au/become-a-member.

If you do not know your AES Membership number, please go to the AES website and log in, your member number will appear on the Member Home page. 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.
- **ONE staff member who is NOT an Individual Member** is eligible to register as an Individual Member using the Organisational Membership four-digit member number.
- **Subsequent staff who are NOT Individual Members** should register as Organisational Member staff to automatically receive an organisational member discount.

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.

Conference accessibility

Melbourne Convention Centre provides a range of accessibility options and facilities, including hearing assisted devices for free hire. All car parks and buildings are wheelchair accessible. Accessibility guide is [available here](#). Please familiarise yourself with the accessibility information, including the conditions of hiring equipment.

If you have additional accessibility requirements please email conference@aes.asn.au with your phone number so that we can call you back.

Full-time Student registration conditions

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

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

We will be arranging social networking events for conference first-timers and delegates new to evaluation. If 2024 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.

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](#).

Terms and conditions

See pages 8 to 10 following.

Looking for accommodation?

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

REGISTER:

<https://www.ivvy.com.au/event/aes24/>

Terms and conditions

Conference organiser

The aes24 International Evaluation Conference is organised by:
Australian Evaluation Society Limited, 425 Smith Street, Fitzroy, Victoria, 3065, Australia
ABN 13 886 280 969 ACN 606 044 624

Program amendments

Although every effort will be made to keep presentations as represented, Australian Evaluation Society Limited 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.

Organisational member 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 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.

Full-time Student registration conditions

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

You will be automatically included in the interactive online program app (with the ability to opt out) and we will be contacting you with necessary information about your participation in the conference, as well as for your registration and invoicing. Delegates will not be contacted for other reasons 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 18 August 2024). 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 18 August 2024) 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.

Contact conference@aes.asn.au.

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, 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.

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.

Payment must be received in full. All associated bank fees are the responsibility of the payer and must be covered in addition to the invoice amount

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.

REGISTER:

<https://www.ivvy.com.au/event/aes24/>