

Conference and conference workshop registration information

Registrations are open for:

- **Pre-conference workshop program**, Sunday 15 and Thursday 19 September
[>>> see workshop program details](#)
- **AES 2019 International Evaluation Conference**, Monday 16 to Wednesday 18 September

Join us in Sydney this September to learn, create connections and shape the ever-evolving role of evaluation and evaluators.

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

Registration fee (per delegate)

Online registration closes **4 September 2019**. Thereafter, conference registrations will be available on site and incur an increased onsite registration fee.

CATEGORY	Early bird price (on or before 10 July)	Fee after 10 July
THREE DAY CONFERENCE REGISTRATION		
Includes: <ul style="list-style-type: none"> • entry to all conference sessions on 16, 17, and 18 September (excludes conference workshops on 15 and 19 September) • Conference Gala Dinner at Luna Park Sydney, Wednesday 17 September (evening) • Conference satchel and official documentation • Lunch, morning and afternoon tea on each day of the conference 		
Member 3 days	N/A	A\$1,260
Non Member 3 days	N/A	A\$1,560
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. 	N/A	A\$799

ONE DAY CONFERENCE REGISTRATION

Includes:

- entry to all conference sessions on the day registered (excluding conference workshops)
- Conference satchel and official documentation
- Lunch, morning and afternoon tea on the day registered

One day only Member 16 or 17 or 18 September

N/A

A\$630

One day only Non Member 16 or 17 or 18 September

N/A

A\$760

CONFERENCE WORKSHOP (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.

Whole day workshop Member 15 or 19 September

N/A

A\$484

Whole day workshop Non Member 15 or 19 September

N/A

A\$665

Whole day workshop Student Member[#] 15 or 19 September

N/A

A\$350

Half day workshop Member 15 or 19 September

N/A

A\$260

Half day workshop Non Member 15 or 19 September

N/A

A\$450

Half day workshop Student Member[#] 15 or 19 September

N/A

A\$230

[#] 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.

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 aes19 International Evaluation Conference in Sydney.

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 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 2019 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

aes19 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.

Tuesday 17 September 2019 (evening)

Venue: Luna Park Sydney
Transport: On registration indicate if you require transport from the conference venue to Luna Park Sydney
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](#).

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/AES19/start-registration/delegate>

Appendix: aes19 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 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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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.

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 15 August 2019).
- **No refunds** will be given for any cancellations received within a month of the event (that is, after 15 August 2019) 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.

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, 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: Australian 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 'Australian 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.