CONFERENCES

1. REGISTRATION AND PRICING

1.1. Registration fees at the International Competitions and Assessment for Schools (ICAS) conferences vary. Conference delegates should contact pd@eaa.unsw.edu.au or +61 2 8344 1078 or visit www.eaa.unsw.edu.au/Professional-Development/upcoming-conferences for more information.

1.2. Accommodation and travel costs are not included in conference registration fees and are the responsibility of the school/individual registering for a conference. Some, but not all, meals are provided. Details are published with conference information.

1.3. Places are limited and may be filled before the registration closing date of a conference. Educational Assessment Australia (EAA) holds no responsibility for those who miss out on a place. Waiting lists may be available in these circumstances, but places are not guaranteed.

PROFESSIONAL DEVELOPMENT

1. REGISTRATION

1.1. Schools have the choice of holding Professional Development exclusively for their own staff or acting as a host school. A host school allows teaching staff room outside of their school to attend their professional development sessions.

1.2. The minimum number of registrations required to hold any professional development session at a host school is ten (10). Schools holding exclusive professional development sessions do not have a minimum number of registrations.

If a host school does not have 10 people participating, they may choose to pay a specified flat rate for the professional development session. Contact pd@eaa.unsw.edu.au for more information.

1.3. Registrations for professional development sessions must be finalised seven (7) days prior to the event.

2. CANCELLATIONS

2.1. If there are less than ten (10) registered attendants, EAA has the right to cancel the event. It is not the responsibility of the host school to ensure the minimum number of registered attendants is met.

2.2. Where a flat rate is payable, the school is responsible for inviting and finalising payment from all attendees. The host school will be billed the total amount of the professional development session.

3. ELIGIBILITY FOR HOSTING PROFESSIONAL DEVELOPMENT

3.1. For a school to be eligible to host a professional development event they must have the appropriate facilities to accommodate the participants. This includes teaching spaces to fit a minimum of ten (10) people with chairs, data projector and screen. Depending on the nature of the professional development session, desks, computers and wireless internet may also be required.

3.2. Schools must also be able to provide morning tea/lunch/afternoon tea, depending on the length of the professional development event. If schools have difficulty in providing this, they will need to notify EAA.
4. PROFESSIONAL DEVELOPMENT WORKSHOPS

4.1. Australian Schools (prices are in Australian dollars and are inclusive of GST)

4.2 New Zealand Schools (prices are in Australian dollars)

4.2. Other customised sessions are available and prices vary. Contact pd@eaa.unsw.edu.au for more information.

4.3. Customised professional development can be charged per person based on a specified number of people or, as a flat rate to the host school. The school may or may not wish to invite attendees from other schools.

4.4. Travel costs for schools outside of the Greater Sydney Metropolitan region will apply, including flights and accommodation where necessary.

5. PAYMENT

5.1. Payment must be in AUD and can be made by by Electronic Funds Transfer (EFT) or cheque. Contact EAA if you wish to make a direct deposit using EFT. Cash or credit card payments are not accepted for Professional Development.

5.2. Cheques should be made payable to “UNSW Global Pty Limited” and should be in AUD.

5.3. Australian schools can also pay by money order, made payable to “UNSW Global Pty Limited”.

5.4. If a cheque payment is dishonoured, the school/payer is responsible for the bank’s dishonoured fee charges. EAA must be reimbursed for dishonoured cheque charges of AUD35.00

6. REFUNDS

6.1. All refunds must be requested in writing by the school principal, professional development coordinator or registrar.

6.2. Refunds will be processed within eight (8) weeks of receiving the request. Requests for refunds received after twenty one (21) days from the session date will be processed at the discretion of EAA.

PRIVACY POLICY

All school details are protected by EAA’s Privacy Policy and relevant government legislation. EAA fully complies with government privacy legislation. More details may be found at our website www.eaa.unsw.edu.au

CONTACT DETAILS

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