



The Law Society
OF SOUTH AUSTRALIA

Education and Events Information and Terms and Conditions

Zoom Instructions

When you click on the Zoom link, please register with your full name and organisation. Press 'Launch Meeting', then 'Open Zoom Meeting' (or, if required, download Zoom or join from your browser - as appropriate) and select 'Join with Computer Audio'.

Make sure that the volume on your computer is turned up and to get the best audio quality for the seminar we recommend you use headphones.

The webinar can be accessed via iPhone or Android by installing the following app:

- iPhone: <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

If you are experiencing difficulties with accessing the webinar, please see [Zoom | Joining a Zoom Meeting](#).

CPD Points

To ensure that your attendance is recorded for a seminar, all practitioners are required to log in to the website provided. If you do not do so, we will be unable to verify your attendance and allocate your CPD units.

If there are a number of members from your firm or organisation joining you for a webinar, *we ask that you provide all names in a reply email as soon as possible*. They will need to sign the statutory declaration form that we will send upon getting their names. They will have to self-assess their CPD point as this is done after the registration process. Please note that all additional practitioners must be registered to attend the webinar and will be billed accordingly. By providing this information to the Law Society, we can ensure that all participating practitioners receive their full CPD unit allocation. A failure to provide additional names may result in the practitioner being deemed a 'non-attendee' and no units will be allocated.

In terms of CPD compliance, because our webinars are live and interactive with the opportunity for real-time Q&A with the presenter, there is no cap on how many units you can claim in a particular MCPD period: you can choose to accrue all 10 units (or more) of your mandatory CPD from live webinars should you wish to do so.

MCPD Units: Any MCPD Units listed are only provided as a guide and attendees must satisfy themselves about the nature and quantity of MCPD Units they can claim for the activity. Please refer to the MCPD Guidelines for details at www.lawsocietysa.asn.au/mcpd.

Complimentary Standard CPD Sessions for Members

The Society offers Members and Associates the opportunity to attend one Law Society of South Australia Standard CPD Session* free of charge per financial year.

Platinum Members are eligible to attend an unlimited number of Standard CPD Sessions* free of charge.

To redeem this benefit/ CPD voucher, please email registrations@lawsocietysa.asn.au advising of the session you wish to attend.

*A **Standard CPD Session** is a CPD run solely by the Law Society of South Australia that is up to 1.5 hours long and has a maximum registration fee of \$118 for Members admitted more than 3 years, or \$90 for Members admitted less than 3 years. This offer is non-transferable and excludes workshops subject to fixed

presenter fee arrangements, specialty conferences, and multi-session CPD programs, including the MCPD Intensive.

Questions/Chat during Webinar

During the seminar, any questions or comments you have for the presenter can be typed into the 'Chat' window in Zoom either publicly ('Everyone') or privately ('Hosts and panellists'). If your question is not answered, please email it to registrations@lawsocietysa.asn.au so that it can be forwarded to the presenter as soon as possible.

If you have any issues at the time of the seminar, you can either type this into the 'Chat' window in real-time or you can call the Law Society on (08) 8229 0200 (9:00am to 5:00pm).

CPD Recording Access

CPD recording purchases are licensed for use by the individual registrant only and are not intended for distribution or sharing with colleagues or third parties.

If multiple practitioners wish to access the recording, separate registrations will be required for each attendee.

If you are looking to provide access to a larger group within your organisation, please contact registrations@lawsocietysa.asn.au to discuss group access options.

Recordings and Papers

Where post-session recordings are available, or if you wish to purchase existing recordings from www.lawsocietysa.asn.au/cpdrecordings.

As these are no longer live sessions, they are capped at a maximum of 5 CPD units per MCPD period.

Please note that we cannot guarantee that a recording will be available for your session as this is copyright dependent.

Terms and Conditions

Payment Terms: Registration fee payment is required in full at the time of registration.

Cancellation Options:

- If cancellation is provided in writing more than 5 business days prior to the event, a refund can be issued or the attendee can nominate a replacement delegate (an additional fee may be payable where the new delegate's membership category is subject to a higher registration fee).
- If cancellation is provided within 5 business days of the event, a replacement delegate can be nominated, but no refund will be issued.
- Registration may be swapped to a recording of the session, subject to the session being recorded and the Law Society obtaining appropriate copyright authority.
- Where there are event-specific cancellation terms published, those terms override any conflicting terms specified above.

Privacy Policy

Please refer to our Privacy Policy at www.lawsocietysa.asn.au/privacy.

Privacy Statement: By attending a Law Society event you consent to the use, reproduction, editing and/or broadcast by the Law Society of South Australia of any and all photographs, video recordings and audio recordings of you taken by or on behalf of the Law Society of South Australia without compensation to you.

All prints, video recordings and audio recordings shall constitute the property of the Law Society of South Australia solely and completely.

In addition to administering the event, unless you advise otherwise, the personal information you provide to us may be used to inform you of future professional development events and may be disclosed in the event delegate list available to speakers, sponsors and delegates. This information may also be used by the Society in the course of, or for the purpose of, performing its various membership and regulatory functions. Information may only be provided to third parties to achieve these goals in accordance with our [Privacy Policy](#).