

2026 National Instructors' Conference Terms & Conditions

Package Subsidy

Under the full package, Instructors will receive a **full** subsidy for:

- Two nights twin share accommodation with breakfast
 - Conference attendance;
 - Welcome reception and Gala dinner; and,
 - Transfers by bus to and from Melbourne airport.
- Attendance at the conference seminar is required to receive a package or travel subsidy.**

The welcome reception and gala dinner are optional, though highly recommended.

The subsidised package is exclusively provided to Kumon Instructors.

Only Kumon Instructors and assistants are invited to attend the welcome reception, conference seminar and gala dinner. Spouses, other family members and travel companions will not be catered for at the welcome reception or gala dinner.

Attending Assistants

Instructors are welcome to bring **one** assistant per centre to the conference. The assistants can attend the welcome reception, conference seminar, gala dinner and enjoy accommodation at the Park Hyatt Melbourne. Spouses and other family members are welcome to register as assistants if they work at the centre as assistants. Assistants should be registered to attend by Instructors during their own registration via the registration website.

Assistant attendance at any portion of the National Instructors' Conference and their accommodation **will not** be subsidised by Kumon. All costs (as indicated on the registration website) associated with an assistant's attendance at the conference will be charged back to the Instructor's Kumon account.

Booking, Amendments and Cancellations

Register online through the link provided.

Accommodation

The subsidised two nights twin-share accommodation is with another Instructor. A room share partner can be nominated during registration. Every effort will be made to pair requested room partners. Please note room share requests are not always reciprocated and therefore may result in an alternative room partner being allocated.

Single Room Upgrade or Room Sharing with partner and/or family member/assistant

Single room upgrades or room sharing with another guest can be specified during registration online through the link provided.

Additional charges will apply for a single room upgrade or rooming with a partner (additional amounts are indicated on the registration website).

Maximum room occupancy limits apply at the Park Hyatt Melbourne. Please contact the Field Support Team prior to registration for further details.

Extension of stay

Delegates are welcome to extend their stay before or after the conference along with an accompanying person (if applicable). Additional charges will apply as indicated on the registration website.

Every effort will be made to accommodate requests for extensions of stay; however, all requests are subject to room availability for the dates requested.

Amendments and Cancellations

All amendments and cancellations after the registration has closed should be made in writing to the Ozaccom+ event management team on 1800 814 611 or email ozaccom@ozaccom.com.au. Please note that as bookings are held by third parties, **written confirmation of cancellations is required.**

Cancellations made prior to 5pm AEST on Tuesday 30th April 2026 will incur no penalties. Cancellations made after this date may incur costs (including accommodation, conference seminar attendance, reception and dinner costs). No flight subsidies are available for cancelled conference bookings.

Last Minute Cancellations Due to Flu-like Symptoms

The above cancellation policy applies to last-minute cancellations due to flu-like symptoms.

Hotel Billing

If there are any queries regarding hotel incidental charges, or any other personal expenses, Instructors should contact the hotel directly. Kumon is not able to assist with in-room charges, dining charges or any other personal expense incurred by delegates.

Hotel Incidental Charges

All delegates will be required to provide a credit card upon hotel check in to guarantee any additional charges (such as in-room dining, minibar usage, phone calls, etc. Alternatively, the hotel may request a bond to be debited from a bank account via debit card as a guarantee towards any incidental costs).

Hotel Check in and Check Out

Official hotel check in time is 3:00pm. Check out for all delegates is 11:00am. Please note there will be no Kumon Desk on Sunday morning though staff will be available to assist.

Transport and Transfer Arrangements

Home airport parking and transport costs to and from the home airport will not be subsidised.

Flight Subsidies

Kumon will subsidise incurred cost above AU/NZ \$300 for standard economy tickets (including taxes) for Instructors. The following conditions apply:

- Any discretionary costs associated with airfares (such as seat selection fees or excess baggage charges) will not be subsidised.
- Flights should be via the most direct route possible from Instructors home city to Melbourne. While connecting flights will be necessary for some locations, multi-leg itineraries which involve unnecessary stopovers (e.g., for tourism, visiting relatives/friends or other business) may result in subsidies being reduced or refused.
- If Instructors choose to travel by a class higher than economy (i.e., premium economy or business) or purchase a flexible ticket, a subsidy based on the price of a basic economy ticket from the same destination will be applied.
- Flight itineraries and invoices are to be submitted on the registration website. Itineraries and/or invoices should show the total cost of flights.
 - Subsidies will appear on the statements of June charges.
 - Flight itineraries and/or invoices not submitted through the registration website may not receive flight subsidies or may have their subsidy reduced at Kumon's discretion.
- Kumon will not subsidise bookings that have been paid for using vouchers, frequent flyer points, or other alternative payment methods. Kumon's subsidy will only apply to the cash portion of the airfare.
- Assistants and accompanying persons are not eligible for airfare subsidies.

Airport Transfers

Kumon has arranged rolling airport transfers from Melbourne Airport to the Park Hyatt hotel. A coach will leave from the airport every hour from 9:00am to 5:00pm on Friday 5th June and from the Park Hyatt Hotel to the Airport from 9:00am to 3:00pm on Sunday 7th June. Kumon staff will be available to guide you to the pick-up location at Melbourne Airport.

Transfers outside of these times will not be subsidised by Kumon.