

This agreement is made between **Negotiation Education Australia** (ABN: 47 077 227 100) (hereinafter referred to as “**NEA**”) and the Participant (hereinafter referred to as “**the Participant**”).

## **Acceptance of the Terms and Conditions:**

The Participant acknowledges and agrees that by participating in the workshop, the Participant accepts these Terms and conditions and agrees to be bound by them.

## **Payment and participation**

The Participant will be issued with a tax invoice after the Workshop Registration Form has been processed by NEA. All Participant fees must be paid in full no later than 20 working days prior to the course to guarantee and confirm registration. Once payment has been received, an email confirmation and receipt will be provided. If payment is not made by the required date, then the registration will be deemed provisional and NEA reserves the right to deal with such registrations in its absolute discretion.

The Participant should advise NEA of any special access requirements and/or dietary requirements at least one week prior to the commencement of the course.

## **Cancellations and substitutions**

NEA reserves the right to levy an administration fee for any notice of cancellations by Participants. For cancellations received in writing and with at least 20 days until the course commencement, a full refund (less \$100 for to cover administration costs) will be made. No refunds will be issued for cancellations received after this date.

Should the Participant be unable to attend the event, then a substitute Participant is welcome to substitute at no extra charge provided that NEA are notified in writing no later than one week prior to the course commencement. Any request for name changes after this date may incur an administration fee of \$55 (including gst).

All changes and cancellations should be made via email to [admin@negotiationeducation.com.au](mailto:admin@negotiationeducation.com.au).

Subject to applicable law, NEA reserves the right to prohibit entry of any person to an NEA event, or eject any person from an NEA event based on behaviour deemed inappropriate, unacceptable or unreasonable by NEA staff and/or its agents and others working under its authority.

## **Course changes and Intellectual Property**

NEA reserves the right to change or alter the published program at any time. In such an event NEA will use every endeavour to ensure a program of equivalent standard is provided. Subject to applicable law in the event that NEA is required to cancel the event or program, the liability of NEA will be limited to a refund of the Participant fee or re-scheduling the event and to the fullest extent possible under law NEA will not be liable for any loss, damages, costs, indirect or consequential damages for breaches of these terms and conditions.

Any views expressed by speakers remain at all times their own personal views. Subject to applicable law, NEA does not accept liability for any advice given, or views expressed by any speaker at any event or conference or in relation to any materials provided to delegates or attendees.

All the contents of the workshop (including but not limited to NEA’s resources, games, exercises, materials, tools, aids methodology, know-how, concepts, framework, methods, techniques, systems, designs) are intellectual property held under licence by NEA (“**Intellectual Property**”) and all rights are reserved.

Participants are advised that NEA may take photographs of any individuals attending the event for future promotional purposes and in consideration of payment of the registration fee you consent to the taking of any photographs and waive any rights to the future use of your image by NEA for these purposes.

## **Privacy**

NEA is concerned with the protection of your privacy. We acknowledge and abide by our obligations under the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) as amended. NEA collects and stores your personal information for the purposes of providing registration and delegate services, education and training programs, and improving and promoting products and services in various ways.

NEA will distribute a delegate list to the event via email and at the event via the workshop portal. Participants can opt out of these lists. Should you not wish to have your details to be provided by way of Participant lists or other communications, please advise [admin@negotiationeducation.com.au](mailto:admin@negotiationeducation.com.au).

## **Liability/Insurance**

Participant fees do not include insurance of any kind. It is recommended that the Participant take out their own travel and medical insurance. It is recommended the policy should include loss of fees through cancellation or postponement of your participation in the workshop itself, airfares, medical expenses and repatriation should travel arrangements have to be altered. In the event of industrial disruptions or natural disasters, NEA cannot accept responsibility for any financial or other losses, including consequential losses incurred by the Participant, injury or damage to property or persons occurring during the event or associated activities.