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# Terms & Conditions

## Live Interactive Online Workshop

### Trauma Informed Practice

(Online workshop date - 2nd & 3rd May 2020)

#### Organiser

The Workshop Organiser of the live interactive online workshop is 'Be & Belong' (hereinafter referred to as "We" or "Us").

#### Bookings & Registration

A person becomes a registered participant for the live interactive online Trauma Informed Practice workshop ("online workshop event"), only when the completed registration form or transfer form is received by Us, workshop payment has been processed and the Terms & Conditions have been accepted.

A registered participant (hereinafter referred to as "You" or "Your") is provided with the following:

- Online access ("Access") to attend the two days for "online workshop event", presented by Kim Barthel and hosted by Us. (2nd May 2020 and 3rd May 2020 - 9am to 5pm, AEST). Access to participate in the 2 day live "online workshop event" is via an online internet environment, and is only available for viewing online. The "online workshop event" may not be recorded or downloaded by You.
- Access to attend two follow up "Community of Practice Sessions" ("online follow up sessions"), facilitated by Kim Barthel and hosted by Us. (17th May 2020 and 31st May 2020 - 1pm to 3pm, AEST). Access to participate in each live "online follow up session" is via an online internet environment, and is only available for viewing online. The "online follow up sessions" may not be recorded or downloaded by You.
- The "online workshop event" course material will be supplied electronically in PDF format. The course material will be emailed to You at least three (3) days prior to the start of the first "online workshop event" (2nd May 2020 - 9am, AEST). The course material is not to be republished, sold or redistributed without explicit permission granted in writing by Us.
- Access to a recording of the 2 day live "online workshop event" for a maximum period of thirty (30) days only. Recordings of the two "online workshop event" sessions are per person viewing only. They may not be distributed to another person nor may they be used for group viewings. Access to the recording from each day of live "online workshop event" is supplied in an online environment, and is only available for viewing online. The recordings may not be recorded or downloaded by You. You will be emailed a link to access the live recordings within fourteen (14) days of the live "online workshop event" concluding.
- Access to a recording of the two "online follow up sessions" for a maximum period of seven (7) days only. Recordings of the two "online follow up sessions" are per person viewing only. They may not be distributed to another person nor may they be used for group viewings. Access to the recordings from

each follow up session is supplied in an online environment, and is only available for viewing online. The recordings may not be recorded or downloaded by You. You will be emailed a link to access the live recordings within fourteen (14) days of the live “online follow up session” concluding.

AEST = Australian Eastern Standard Time - Melbourne Time, unless otherwise specified. GMT + 10 Hours.

### **Webinar / Online workshop recording notice**

The live “online workshop event” will be recorded by the presenter Kim Barthel & Us. The screen, audio and any documents or other materials exchanged or viewed during the session will be recorded. By participating and joining the live online workshops, You automatically consent to such recordings and You acknowledge that any contribution made by You may be recorded. You consent to the recording of such activities and the future use, including the sale, by Us of any recordings. You have the option to be a silent participant during the live online sessions by changing Your computer settings to not share Your Web camera or microphone.

No part of the live “online workshop event” may be recorded, reproduced or transmitted in any form or by any means, electronic or mechanical, including but not limited to video or audio recording, photograph, photocopy or any other information storage or retrieval system known now or in the future, without the explicit written permission of ‘Be & Belong’.

### **Intellectual Property and Limitations on Use**

- Only You may login to participate in the live interactive “online workshop event” and “online follow up sessions”.
- Only You may login to access the recordings from the interactive “online workshop event” and “online follow up sessions”.
- The “online workshop event” and “online follow up sessions” recordings may not be recorded or downloaded by You.
- The Course Materials We provide You are for Your personal use only. They are not to be reproduced in any format without prior written consent by Kim Barthel and Us.
- All protectable intellectual property presented is our property or the property of our speakers and is protected by copyright and other intellectual property laws. Unless You have our written consent, You may not sell, publish, distribute, retransmit or otherwise provide access to content received to anyone.

### **Live Stream online workshop**

If You fail to login and participate in the live “online workshop event” You are not entitled to a refund.

It is Your sole responsibility to join and access the live interactive “online workshop event” through Your unique meeting link at the time of the live “online workshop event” commencing. We will not be held responsible for any failure by You or Your associated technology which results in You not being able to access the live “online workshop event” program.

The live streamed “online workshop event” is for personal viewing by You only and not for viewing by another person nor may be used for group viewings.

There will be opportunities during the “online workshop event” and “online follow up sessions” for You to submit questions. There is no guarantee that Your question(s) will be answered or that You will be provided with an opportunity to speak during the live Web events. However, We will endeavour to review all reflections and questions from participants and relay them to the speaker and her team

You consent to Us monitoring the users who access the live “online workshop events”, including the number of computers and their IP addresses to ensure that the live online meeting access has not been distributed beyond those authorised registered participants.

## **Cookies**

You may be required to have a cookie-enabled browser to fully access the online live sessions or session recordings. A cookie is a piece of data stored on Your computer tied to information about You. Cookies may be used to track internet browsing activities and the Websites have visited.

We may, for statistical, security or quality purposes, use cookies to log:

- Your internet protocol (IP) address;
- the date and time of visit
- pages have accessed and documents downloaded; and
- the type of browser used

## **Web access to participate**

Web-event participation may require You to configure Your software settings on Your Web-device upon first use, or require You to download software for Your operating system to enable you to connect to the “online workshop events”.

Instructions on how to prepare to access the live “online workshop event” and follow up online sessions will be emailed to registered participants at least three (3) days prior to the start of the first day of the live online workshop (2nd May 2020).

Please note that You may require administrator privileges on Your computer to be able to manually install software.

## **Rescheduling or Cancellation**

We will use reasonable endeavours to ensure the “online workshop event” and the “online follow up sessions”, will take place on the scheduled dates and times and with the scheduled speaker.

However, unforeseen circumstances may result in schedule changes or event cancellation. Attendees will be notified by email as soon as possible of any major changes or cancellation.

The registered attendee hereby indemnifies and holds Us harmless from and against any and all costs, damages and expenses, including attorney’s fees, which are incurred by the attendee.

If for any reason, beyond our reasonable control (including technical internet connectivity issues, industrial action, power failure, adverse weather conditions, or an act of terrorism) or the proposed speaker is not available on the scheduled dates and times, We will endeavour to reschedule the live interactive online “Trauma Informed Practice” workshop (“online workshop event”).

If the “online workshop event” cannot be rescheduled to a suitable date or if there are insufficient registered participants the workshop event may be cancelled by Us.

In case We have to reschedule “online workshop event” because of situations beyond Our reasonable control, You may agree to the rescheduled date of the “online workshop event” or:

- Ask for full refund of fees paid to Us or
- Transfer the registration to another person or
- Ask for a credit note which can be claimed against any future conference/workshop/training fee organised by Us.

In case We have to reschedule any of the two “online follow up sessions” because of situations beyond Our reasonable control, You do not have to agree to the two “follow up online sessions” future dates. If You cannot attend the rescheduled date(s) for the follow up online sessions, You are not entitled to any partial refund. As an alternative for participating in these live “online follow up sessions”, You can access the recordings at a later date, these recordings will be made available to You via an email link within fourteen (14) days of the “online follow up session” concluding.

### Your cancellation

Not less than fourteen (14) days prior to the workshop event date (2 May 2020), You may request in writing a cancellation or transfer of registration to another person. In the case of such cancellations any fee paid to Us will be refunded but will be subject to deduction of a \$77 processing fee plus any credit card fees charged to Us. In the case of transfer to another person any fee paid to Us will be applied to the registration fee of the transferee and no refund will be payable by Us.

If a transfer or cancellation request is received by Us less than fourteen (14) days prior to the first workshop event date (2 May 2020) and:

- You cancel Your registration - a 50% processing fee deduction will apply and any remaining balance will be refunded or
- You are unable to attend the online live interactive workshop event for any reason, You may transfer Your registration to another attendee. Not later than 7 days before the live interactive “online workshop event” start date 80% of any fee paid to Us will be applied to the registration fee of the transferee and the transferee will be charged a 20% fee to register. No refund will be payable by Us. Notification of a transfer including the transferee’s full name and email address must be received in writing within this time frame. The attendee must register and show a copy of Your tax invoice and receipt upon registration.

If You do not login to access any part of the live interactive online workshops or follow up live interactive online sessions for any reason, no part of Your fee payment will be refunded.

### Refunds payable

Any refund entitlement will be paid in Australian dollars either to a bank account nominated in writing by You or as a credit to the credit card used to pay for the workshop participation.

## Security

We have secured Our Website using industry standard technology. However, We cannot provide any guarantee with respect to the security of Your Personal Information and We will not be liable for any breach of security or unintended loss or disclosure of information due to the Website being linked to the internet.

We will Use all reasonable endeavours to secure any Personal Information We hold about You and to keep this information accurate and up-to-date, including by:

- Limiting access to Personal Information to individuals with a business need consistent with the reason the information was provided; and
- keeping Personal Information only for as long as it is required for business purposes or by the law.

## Information Collected By Us

- You have total control of the privacy of Your information submitted on the registration form.
- We will share some of Your personal information (name and email address) with 3rd parties (Web event program/software) to give You access to attend the “online workshop event”, “online follow up sessions” and access the associated recordings.
- Your personal information will not for marketing purposes be sold, exchanged or disclosed by Us to any third party.
- You can opt to join our mailing list to receive newsletters and offers from Us.

## Disclaimer - Liability

The attendance at the “Trauma Informed Practice” “online workshop event” is at Your own risk. In no event shall we be liable for death, injury, any loss, cost or expense suffered by any person (including accompanying persons, partners, or attendant caregivers). In particular, We are not liable for loss or damage arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor are We liable for losses suffered by technical, mechanical or electrical breakdown or failure within any premises visited You in connection with the “online workshop event”.

No liability is assumed for inaccuracy, erroneous descriptions, delays, damaged or lost property, personal injury or illness, accidents of all sorts, natural catastrophes, fire, terrorism or death.