



# Terms & Conditions

## Bookings & Registration

Workshop places are limited. A booking will be accepted on a first come first served basis. A booking received after maximum capacity has been reached will be placed on a waiting list pending any cancellation. A person is not registered for this workshop until the completed registration is received, workshop payment has been processed and the terms and conditions have been accepted.

'Be and Belong' recommends that you confirm your registration with our office prior to booking any flights and/or accommodation. 'Be and Belong' does not accept any responsibility or liability for losses incurred for flights and/or accommodation booked for the workshop.

## Rescheduling or Cancellation

'Be and Belong' will use reasonable endeavours to ensure the "Trauma Informed Practice" workshop ("workshop event") will take place on the scheduled dates and times and with the scheduled speakers.

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

The registered attendee hereby indemnifies and holds 'Be and Belong' 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 the reasonable control of 'Be and Belong' (including industrial action, adverse weather conditions, or an act of terrorism) either or both the proposed venue or speakers are not available on the scheduled dates and times, 'Be and Belong' will endeavour to reschedule the workshop event.

If the workshop event cannot be rescheduled to a suitable date and venue or if there are insufficient registered participants the workshop event may be cancelled by 'Be and Belong'.

In case 'Be and Belong' has to reschedule the workshop event because of situations beyond its reasonable control, the registered attendees may agree to the rescheduled date of the workshop event or:

- Ask for full refund of fees paid to 'Be and Belong' 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 'Be and Belong'.

## Registered participant cancellation

Not less than twenty one days prior to the workshop event date (2 May 2020), a registered participant may request in writing a cancellation or transfer of registration to another person. In the case of such cancellations any fee paid to 'Be and Belong' will be refunded but will be subject to deduction of a \$77 processing fee plus any credit card fees charged to 'Be and

Belong'. In the case of transfer to another person any fee paid to 'Be and Belong' will be applied to the registration fee of the transferee and no refund will be payable by 'Be and Belong'.

If a transfer or cancellation request is received in less than twenty one days prior to the 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 workshop for any reason, you may transfer your registration to another attendee. Not later than 7 days before the workshop event start date 80% of any fee paid to 'Be and Belong' 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 'Be and Belong'. 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 hold show a copy of your tax invoice and receipt upon registration.

If you do not attend the workshop for any reason, no part of your fee payment will be refunded.

### **Information Collected By 'Be and Belong'**

- You have total control of the privacy of your information submitted on the registration form.
- Your information will never be sold, exchanged or disclosed by 'Be and Belong' to any third party for marketing purposes.
- You can opt to join our mailing list to receive newsletters and offers from us.

### **Recording and Photography**

No part of the "Trauma Informed Practice" workshop 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 the Workshop Organisers 'Be and Belong'.

'Be and Belong' reserves the right to take photographs and record video and/or audio at our events for future promotional and archival use. If you do not wish to be included in any such material, please advise 'Be and Belong' prior to the event and we will ensure to the best of our ability to not capture or publicly display any such media containing anything that would identify you.

### **Disclaimer - Liability**

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

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

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