

## Terms and Conditions

Please read these terms and conditions carefully before submitting your registration form and payment.

Advisory Street may update these terms from time to time. Any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms.

### Attendees

Attendee registration is strictly for non-executive directors (NEDs). Our workshops are vendor free and are not open to board performance, advisory firms or recruiting firms. If you are a board advisor, please contact [admin@advisorstreet.com](mailto:admin@advisorstreet.com) to discuss your involvement.

### Workshops

The description of the events and services are detailed in these booking pages and on the workshop pages on <https://www.advisorstreet.com>

Advisory Street reserves the right to change programs/speakers/venue, or to reschedule or cancel programs if the enrolment criteria are not met or when conditions beyond our control prevail.

All registrants will be notified in the event of rescheduling or cancellation and their registration fee will be refunded.

Where guest speakers are unavailable due to unforeseen changes, Advisory Street will endeavour to replace with an alternative speaker with similar experience.

### Payments

Payment is required prior to attending the event or course. Please contact Advisory Street if an exception is required.

All prices are quoted in Australian dollars, unless otherwise stated.

Your booking is not confirmed until your payment has been received by Advisory Street.

We will email you confirmation that your booking and payment has been received. If you have not received an email from us within seven days of placing your booking, please email [admin@advisorstreet.com](mailto:admin@advisorstreet.com)

### Cancellation policy

- Cancellation must be in writing and confirmed by Advisory Street.
- Cancellation received more than 14 business days prior to start date – a 10% administration fee will be charged on refunding the deposit.
- Cancellation received within 7-14 business days prior to start date – 50% of the deposit is payable, less a 10% administration fee
- Cancellation received within 7 business days prior to the event running – 100% of the fee is payable

- No show – 100% of the fee is payable.
- Refunds will be processed within 21 days of cancellation via the same method used for payment.
- All cancellations and changes must be via our email [admin@advisorystreet.com](mailto:admin@advisorystreet.com)

### Transfer policy

- All requests for transfers must be in writing via our email [admin@advisorystreet.com](mailto:admin@advisorystreet.com)
- Your workshop registration can be transferred to another workshop without penalty if requested more than 14 business days prior to the course start date. Otherwise, the above cancellation policy applies. Transfers can only be requested when the course fee has been paid in full.
- Transferring your registration to another person must be done with the written consent of Advisory Street. This is to ensure that we have appropriate attendees for the workshop.

We may in our discretion waive cancellation charges in exceptional circumstances, but we will not waive cancellation charges on account of work commitments.

### Intellectual property rights

- All intellectual property rights (of any nature) in or arising out of or in connection with services provided by Advisory Street (other than intellectual property rights in any materials provided by you) will be owned by Advisory Street (**Advisory Street Materials**).
- Advisory Street grants to you a fully paid-up, worldwide, non-exclusive, royalty-free licence to use the Advisory Street Materials provided to you by Advisory Street for the sole purpose of you receiving the benefit of the services provided to you by Advisory Street. You may not:
  - sublicense, assign or otherwise transfer the rights granted by this licence;
  - modify or reverse-engineer the Advisory Street Materials;
  - copy or reproduce the Advisory Street Materials without first obtaining the prior written consent of Advisory Street;
  - provide the Advisory Street Materials to a third party;
  - use any of the Advisory Street Materials to build a product or service that competes (in whole or in part) with Advisory Street; or
  - create derivative works from the Advisory Street Materials.
- You grant to Advisory Street a fully paid-up, worldwide, non-exclusive, royalty-free, perpetual, sub-licensable licence to copy and modify any materials provided by you to Advisory Street for the for the purpose of Advisory Street providing services to you.

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