

Face-to-face Workshop Organiser Terms & Conditions

I acknowledge that I have read the following terms and conditions for the workshop presentation(s) organised by The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) and/or its nominees for training, educational and other purposes (and further reproduction and/or dissemination).

1.1 TERMS AND CONDITIONS

As the Organiser, I hereby agree:

- I. that I will consider my own organisations circumstances and that RANZCOG encourages me to consider or seek professional advice on the matters in this Agreement and contained in the Presentation. RANZCOG is not responsible for any outcome or result arising whatsoever from the Information provided.
- II. to comply with the requirements of the [RANZCOG Privacy Policy](#) and these Terms and Conditions with respect to Information obtained from the Presentation.
- III. that attendance at and (if applicable) participation in the Presentation is for my own organisations educational purposes, and to the extent that each attendee is able they will provide comments, feedback and other contributions in good faith, and will only express their personally held opinions.
- IV. attendance and access to Presentation materials is subject to RANZCOG’s booking confirmation.
- V. that my organisation will pay the full Presentation fee to RANZCOG within in 14 days of the invoice date. All amounts listed in this agreement are in Australian (AUD)/New Zealand (NZ) dollars (as stated at the time of booking) unless otherwise specified. RANZCOG will not be liable to compensate for exchange rate fluctuations.
- VI. if for any reason, other than the exception outlined in clause VII, my organisation is no longer able to facilitate the booked Presentation, I will submit a request in writing to cancel or reschedule the Presentation. The cancellation and rescheduling charges in Table 1 will apply.

Table 1: Cancellation & Rescheduling Charges Applicable

Conditions	Charges Applicable
15-28 days’ notice of the scheduled Presentation date	10% of the total booking charge is payable
14 days’ notice or less of the scheduled Presentation date	30% of the total booking charge is payable

- VII. If the organiser, or RANZCOG, cancel the session due to changed COVID-19 circumstances including presentation venue closure, increasing COVID-19 activity, infection control concerns, or the FSEP educator is unwell, no workshop fee is payable by the organiser.

- VIII. that if for any reason my organisation does not provide RANZCOG with the required notice or does not attend the Presentation, no refunds are payable and no changes to the booking will be accepted.
- IX. that RANZCOG, as the owner of the Presentation material, grants my organisation a one-time revocable licence to use the Presentation material for educational purposes. I agree that my organisation must not reproduce or use the Presentation material for commercial gain.
- X. that I should assess the suitability of the Presentation for my own organisation's educational purposes, and that the use of or reliance on the Presentation materials is at my own risk. RANZCOG will not be responsible for any use of or reliance on the Presentation materials.
- XI. that the Information provided is made available as a component of ongoing educational discourse and may contain components that are not endorsed by RANZCOG. It should not be relied upon for clinical diagnostic purposes or as an indicator of educational assessment requirements.
- XII. that the Information provided has been prepared having regard to general circumstances. It is the responsibility of each attendee to have regard to the circumstances of each clinical case. Clinical management must always be responsive to the needs of individual woman and the circumstances of each pregnancy.
- XIII. that the Presentation has been prepared having regard to the Information available at the time of its preparation, and each clinician and trainee must have regard to relevant Information, research or material which may have been published or become available subsequently.
- XIV. that RANZCOG takes no responsibility for matters arising from changed circumstances or Information or material that may have become available after the date the material was made available and disclaims all liability to users of the Information provided.
- XV. that RANZCOG may collect my Personal Information for the administration of the Presentation, for security, legal, future marketing, and promotional purposes.
- XVI. that I will not disclose RANZCOG's Confidential Information without prior written consent.
- XVII. By submitting a booking request, I will comply with RANZCOG's policies and requirements relating to Intellectual Property rights, data security, and privacy.
- XVIII. that my organisation is responsible for attendee health and safety and infection control.
- XIX. to the extent permitted by law, any statutory or other warranty, condition, description, or recourse, express or implied as to the Presentation is expressly excluded by RANZCOG.
- XX. that unless required by an applicable law, RANZCOG will not be responsible for any direct or indirect costs or losses incurred in any circumstances.

RANZCOG hereby agrees:

- i. that it will not disclose your Confidential Information without your prior written consent, except where required by law. RANZCOG may collect your Personal Information for the administration of the Presentation and for marketing purposes, in accordance with its privacy policy and collection of data policy.
- ii. if the whole Presentation is cancelled for any reason by RANZCOG, RANZCOG will provide you with a refund of the total booking cost. RANZCOG will not cover any extra charges incurred, such as bank fees.
- iii. if the Presentation dates are varied due to circumstances outside its control, your registration will be transferred to the new date and you will be duly notified.

In these Terms and Conditions:

- i. Confidential Information of a party means any information, including Personal Information, which is notified to be confidential, or which is confidential by nature.
- ii. Information means any information, document, recommendation, opinion, statement or otherwise published, commented, posted, or otherwise made available in the Presentation.
- iii. Intellectual Property means information, trademarks, patents, designs, circuit layouts, copyrights, know-how and all other rights.
- iv. Personal Information means personal, sensitive or health information of or about an individual within the meaning of Privacy Act.
- v. Presentation means any event, course, workshop, conference, meeting, or information session conducted on a digital platform.

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	August 2020	Creation
v2	September 2021	Cancellation fees and template revised

Policy Version:	Version 2
Policy Owner:	Governance and Legal
Policy Approved by:	RANZCOG CEO
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