FSEP WEBINAR DETAILS

Please read the following details carefully before submitting your request to book a webinar.

1. The webinar will be presented using **Zoom** and the organiser must be present during the webinar.
2. It is recommended that participants join the webinar using their own computer or tablet for the best experience.
3. A Zoom meeting link and PowerPoint handout will be provided to the organiser prior to the session.
4. Course materials should only be distributed to participants attending the webinar/s and should not be used outside the FSEP webinars.
5. Please forward pre reading details to the participants as soon as possible, before the webinar. Website link: *https://fsep.ranzcog.edu.au/what-we-offer/face-to-face-workshops/pre-reading*
6. Webinars will not be recorded due to privacy concerns. Organisers and participants are not to record the webinar.
7. A feedback report will be emailed to the organiser 3 working days after the webinar.
8. Please refer to the *RANZCOG Privacy Policy* and *Terms and Conditions* for information obtained from the course.

Cancellation & Rescheduling Charges Applicable

Conditions	Charges Applicable
8-14 days' notice of the scheduled webinar date	10% of the total booking charge is payable
7 days' notice or less of the scheduled webinar date	50% of the total booking charge is payable