

# TERMS & CONDITIONS

**Workshops and Events  
Hosted by Lisa Evans of Speaking Savvy**

**Prepared by:**

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## DEFINITIONS

In these Terms & Conditions the following expressions shall have these meanings:

- "I" means Lisa Evans, Director of Speaking Savvy.
- The "Participant" means the person, company or other legal entity identified as providing a request to Lisa Evans of Speaking Savvy to supply a service.
- "Intellectual Property" includes all training materials, workbooks, manuals, resources, slide decks, registered and unregistered designs, copyright works, trademarks and confidential information.
- "Eventbrite" - a ticketing booking engine to facilitate bookings and payments"

## TERMS & CONDITIONS

Thank you for booking a Speaking Savvy Workshop or Event.

### PAYMENT

The payment for attending any workshop or event must be made in full at the time of booking, and in any event prior to the date of the workshop.

Payment will be made via Speaking Savvy's website paying by Credit Card (processed by PayPal), or by EFT via an invoice, or in some instances via Eventbrite. If the workshop is booked via EventBrite, the ticketing website's Terms and Conditions will apply to your payment.

The price does not include travel or accommodation. Refreshments and lunch may be provided on the day and if so, this will be stated on the booking page.

All prices are exclusive of GST (payable if you are in Australia).

I reserve the right to run price promotions such as Early Bird pricing. Any promotional pricing will end at the specified date.

### CANCELLATION & REFUNDS

All cancellation requests for any workshop in writing to [lisa@speakingsavvy.com.au](mailto:lisa@speakingsavvy.com.au)

If the workshop is due to take place more than 7 days from your cancellation date, I will provide a full refund minus any Third Party ticketing costs. If your cancellation is less than that, you can choose an alternative workshop date, or name a substitute to attend the workshop instead of you.

No substitutions are allowed after 1 business day prior to the course date.

Non-attendance is deemed as cancellation without notice and there will be no refund or transfer.

## **CANCELLATION & REFUNDS CONT:**

### **Cancellation by Speaking Savvy**

Workshops will run as scheduled on the condition that a minimum number of participants enrolls for the workshop.

Acceptance of your registration does not guarantee that the workshop will occur.

Where a workshop is cancelled due to low registration numbers, you will be advised at least 7 days before the scheduled date of the workshop.

In the event where a workshop is cancelled by Speaking Savvy, you will have the option to receive a full refund.

Speaking Savvy may also offer you other options, including transferring your booking. If you elect to transfer your booking, the Terms and Conditions set in this document will apply to the new booking details.

## **VENUE CHANGE**

There may be circumstances in which I need to postpone the workshop or change the venue and if so, I shall advise you of this as soon as I possibly can. If you can't attend the workshop on the new date or venue, you may cancel your ticket by emailing me at [lisa@speakingsavvy.com.au](mailto:lisa@speakingsavvy.com.au) and I shall provide a full refund.

## **PHOTOGRAPHY & VIDEO**

I may wish to photograph or video the workshop and reserve the right to do so for the purposes of promoting future workshops or otherwise. You consent to me (or any other person authorised by me) photographing or filming you. If you do NOT want to be photographed, please contact me before the workshop.

You may not photograph, video or record audio of the workshop without my prior consent.

# ACCESSIBILITY AND SPECIAL REQUIREMENTS

## Disability, medical conditions and dietary requirements:

I aim to create an inclusive and welcoming environment for all. If you have a disability or medical condition that requires me to make special arrangements for you please contact me at [lisa@speaking Savvy.com.au](mailto:lisa@speaking Savvy.com.au) as soon as possible, so we can discuss your requirements.

## DIETARY REQUIREMENTS

Where it is indicated in the booking information that food is provided at the workshop you are attending, please notify me of any allergies or dietary requirements you may have in writing 7 days before the workshop date.

If you notify me with less than 7 days I will do my best to accommodate this, however you may be required to bring your own food.

## ATTENDEE OBLIGATIONS

If you act in any way which in my opinion is likely to cause any harm or nuisance to any person at the workshop, you will be required to leave the workshop and I shall not be liable to refund your booking fee or any other payment.

I retain the right to refuse to accept a booking request from anyone, and in this instance I will provide a full refund if any monies have been paid.

You must comply at all times with the health and safety policy of the venue and failure to do so will result in you being asked to leave the workshop.

Please keep your personal belongings with you at all times. I accept no liability for any damage to, loss of or theft of any of your belongings or other items brought to the workshop by you.

## INTELLECTUAL PROPERTY

I will prepare and use materials in the delivery of my workshops and you recognise the Intellectual Property Rights of the material will remain with me. You may not reproduce in any medium the material without my prior written consent.

You may use the material for your own purposes only and may not reproduce, publish or deal with the material in any way for any commercial use.

## MY AIM

My aim is to provide a safe and supportive space for all participants. I understand that things happen and circumstances may prevent you from attending. I am open to having a conversation, however I am likely to adhere to the Terms & Conditions outlined in this document.



Lisa Evans, MBA  
Certified World Class Speaker Coach

✉ [lisa@speakingssavvy.com.au](mailto:lisa@speakingssavvy.com.au)

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