

## **Project 101: Building Smart Business**

### **Terms and Conditions**

#### **Attendee Cancellation Policy**

If you are unable to attend an event, a replacement delegate may be sent in your place at no extra charge. Notification must be made in writing and received prior to the event commencing.

**Project 101 does not provide refunds for cancellations made more than 7 days after your registration is received.**

Should you wish to cancel your registration within the 7-day cooling off period, we will refund your registration fee less an administration fee of \$20 per attendee. Please note, this cooling off period is available to individual or group attendee registrations only and is not applicable to commercial sponsors/partners.

Any cancellation must be made in writing and sent by email.

If booking within 7 days of the event start date, full payment is required and due at time of booking. No cooling off period exists and no refund will be provided for bookings/registrations made within 7 days of the event.

Project 101 will make available presenters documentation (where provided) to any attendee who is unable to attend and who has paid in full.

#### **Attendee Amendment Policy**

Changing registrations is not permitted nor is adding additional guest after payment.

#### **Sharing of Passes**

Project 101 does not allow shared registrations. Each registration allows admittance of one person only.

#### **Program Content and Change of Program Content**

Project 101 will endeavour to ensure that programs are correct at the time of the event. Unfortunately, we may need to alter the program prior to or during the event and reserve the right to do so without notice. We also reserve the right to postpone or cancel this event (when full refunds will be issued). Project 101 is not responsible for any loss or damage because of a substitution, alteration, postponement or cancellation of an event.

Please note: not all speakers choose to provide presentation papers.

All information given at this event is the responsibility of each presenter as a specialist in his or her field.

Project 101 is acting only as the event provider. The information provided by presenters is general in nature and not specific to a particular business, product, service or industry. It is the participants' responsibility to source independent advice specific to their business circumstances before implementing any of the information provided by the presenters.

#### **Attendee Disclaimer**

Any estimates or representations made by Project 101 as to the number or make-up of event participants are based on market research and experience, and are estimates only and not a guarantee or warranty as to the number, actual identity, purchasing power or level of responsibility of attendees at an event.

#### **Discount Bookings**

In order to receive a two for one Booking Discount you must book this option when making the original booking and this gives the second person access for an additional \$20 when paying for first ticket. Discounts from presenters are offered and the discount code must be used at the time of booking on Sticky tickets or discount will not apply. Registration must be finalised in a single payment for either option.

#### **Payment**

All tickets are sold via Sticky Tickets. No payment will be accepted in any other way. No admittance will be granted where payment has not been received in full.

#### **Administration Fees**

Project 101 reserves the right to charge an additional AU\$20 administration fee where registrations change significantly from time of original booking. On-site registration / payment: AU\$147 inc gst will apply with no discounts available.

#### **Commercial Sponsors/Partners**

Please refer to your sponsorship/partnership agreement/contract for additional terms and conditions.

**Privacy Act Note**

Our events are promoted by a number of supporting organisations that may send you marketing material for our events on our behalf. If you do not wish to receive direct mailings from Project 101, please go to <https://compellinginfluence.com/contact-us> and notify us via the contact form. We will then remove your details from any of our internal mailing lists but cannot guarantee that you won't receive information about our events from supporting organisations. In good faith, we ask our sponsors and partners to act within our privacy terms and conditions but once details are outside of our control we can take no responsibility for the actions of that partner or sponsor.

**Contact by 3rd Party Notice**

From time to time Project 101 makes our attendee lists available to partners and sponsors of specific events. If you do not wish to be contacted directly by 3rd party partners and/or sponsors, please notify us at time of registration prior to the commencement of the event via the contact form here <https://compellinginfluence.com/contact-us>. We will then remove your details from our 3rd party mailing lists. We cannot guarantee or be responsible for any 3rd party's use of your details once it is outside of our control.

Project 101: Building Smart Businesses is a Colombo Consulting: Influence Joint Venture - Sandy Colombo trading as Colombo Consulting ABN: 37153645160 and Michele Carson trading as Influence ABN: 81 632 265 339