



Attendee Agreement & Terms

2022 NSW Small Business Month

Financially Organised

17 March 2022

Agreement between the Institute of Professional Organisers and You

This agreement refers to the 2022 NSW Small Business Month Event-Financially Organised to be held at the Epping Club on March 17, 2022.

This agreement forms a legally binding contract between The IOPO and You the attendee.

If you are registering on behalf of another, it is your responsibility to ensure that the person attending is aware of these terms and accepts them, and by completing the registration you are warranting that you have made the attendee aware of this agreement and they have accepted these terms.

The Event

Is to be held in The Grand Salon at The Epping Club, 45-47 Rawson St, Epping NSW 2121 on March 17.

The Event starts at 8:30 am (registration opens 8:00am) and finishes at 4:00pm. Your registration entitles you to attend the Financially Organised Full Day seminar that includes

- Networking opportunities
- Morning tea, lunch, and afternoon tea
- All digitally recorded PowerPoints, Toolkits and Links provided during the Event
- Points towards your IOPO Accreditation if you are an IOPO Member

Getting There

Any and all other costs associated with your participation, including parking and travel expenses shall be borne solely by you. Please note there is limited parking within the club premises and metered street parking in the vicinity. Free parking is available in the surrounding streets.

The club is a short 200m walk across the pedestrian bridge from Epping Station and the bus terminus.

Dietary Requirements

Your ticket entitles you to full attendance at the Event including the Networking lunch which will cater to a variety of dietary requirements.

Please advise us of any dietary requirements when booking your ticket

General Terms

- You agree to behave in a professional manner and
 - Have fun
 - Enjoy the community and networking opportunities
 - Be inclusive and respectful
 - Participate fully in the event

Covid Safe Practices

The Epping Club stipulates the following and the IOPO supports them in this:

- All Epping Club staff are double vaccinated.
- Please wear a mask whilst in the Club according to the NSW Health advice.
- Please continue to check in via the Service NSW App QR Code.
- From 27 December the club operates with 1 person per 2 square metres indoors, with no density limits outdoors under the NSW Health regulations.
- This indoor density limit is respected within the Grand Salon during the Event.
- Please respect NSW Health safe distancing and Covid-safe practice guidelines current at the time of the Event
- Due to the elderly age of many of the Epping Club's patrons, we request you do not attend this event if you have reason to suspect you may have Covid-19 or be a close contact of a person with an active illness.
- We encourage you to undertake a RAT test on the morning of the Event if you have the possibility to do so.

Cancellation and Refunds

- Once purchased, there will be no refund of your ticket price. Tickets are transferable upon notification to research@iopo.com.au. Your in-person ticket entitles you to a copy of all digital collateral provided by the speakers and the IOPO, as well as a coupon so you can listen free to the recording of the event that will be available from 22 - 31 March 2022.

Recording the Event

- This Event will be recorded to enable those unable to attend in-person to benefit fully from the event during the NSW Small Business Month 2022.
- Two cameras will be aimed at the speakers and the screen for the purpose of making this recording available to non-attendees from 22 March - 31 March, 2022.
- The IOPO will create audio and visual recordings of attendee interactions for use in promotional material or training and education.
- By attending this public event you give permission to be recorded.

Intellectual Property & Compensation

You agree that this may happen without request for compensation and that these recordings and images remain the Intellectual Property of the IOPO Institute of Professional Organisers Pty Ltd in perpetuity and, such media, without any further approval or any payment to you.

- Attendees may not record, share, or broadcast any audio or video of the Financially Organised_2022 NSW Small Business Month Event.
- Attendees may not share to non-paying attendees any audio or video of the Financially Organised_2022 NSW Small Business Month Event.

Privacy

- As directed by the NSW Treasury and its NSW Small Business Commission, in handling your personal data and details the IOPO will comply with the Information Protection Principles applying to NSW public sector agencies under the Privacy and Personal Information Protection Act 1998 (NSW) when doing any act or engaging in any practice in relation to Personal information as if the IOPO were an agency directly subject to that Act.

Please Note

- This agreement is subject to change without notice and may be updated at any time.
- This agreement is in relation to The Financially Organised_2022 NSW Small Business Month, which is a live, recorded event.
- Proceeding with the purchase of your ticket indicates your acceptance of all the terms outlined in this agreement.