

Leaders Program

Chief Executive Women Leaders Program – Terms & Conditions

The CEW Leaders Program runs across three sequential blocks, by enrolling on the Program, Participants agree to:

- Attend all three Program blocks in sequence at the chosen location
- Provide a minimum of 30 working days' notice, prior to the Program commencing if the Participant needs to defer their Program. We will endeavour to move the enrolment to the next available Program where 30 working days' notice has been provided by the Participant or their Employer
- Please see the below charges that may be incurred where less than 30 working days' notice is provided to withdraw or defer the Leaders Program:

30 working days or more	20 to 29 working days' notice	10 to 19 working days' notice	9 or less working days' notice
No charge is payable. Full refund can be issued, or Participant can defer to alternative Leaders Program within the same financial year at no charge	\$2, 658 + GST per person will be incurred	\$5, 317 + GST per person will be incurred	A charge of \$7,975.00 + GST per person will be incurred

- If a Participant is unable to attend the Program, another suitable employee, from the same organisation can attend in their place. There is no charge for replacement of participants
- Program deferrals can only be arranged within the same financial year. Where a Participant cannot attend another Program within the same financial year and have requested to defer with less than 30 working days' notice, the above fees may be incurred
- If a Participant commences a Program and is subsequently unable to attend a day or block, the Participant will forfeit that day/block.

Privacy:

By enrolling in the CEW Leaders Program, the Participant acknowledges that they have read and understood the [CEW Privacy Policy](#).

CEW Events Attendance Policy:

CEW requires all guests at 'in person' events to be fully vaccinated against COVID-19. 'Fully vaccinated' means the definition in place by the relevant State or Federal government at the time of the event. If a vaccination exemption applies, the participant must complete a negative rapid antigen or PCR test on the day of the event before attending.

Photograph and Video Consent:

Photographs and videos may be taken throughout the Leaders Program for use on CEW social channels and/or marketing material. By attending the Leaders Program sessions, participants grant CEW permission to take photos and videos. Participants may request to opt out of photography, filming, or recordings by notifying our Leaders Program Team.

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Enrolment Changes by CEW:

If circumstances occur where CEW must cancel a Program due to unforeseen circumstances including insufficient enrolments, the payor will be offered a refund or the option to defer the participant to another program. CEW will not be responsible for any airfare, hotel or any other direct or indirect costs or losses incurred by participants in any circumstances. You are strongly encouraged to take this into account when booking travel arrangements.

Where the program mode of delivery must change from an in-person event to online or hybrid event at CEW's discretion, the cancellation policy applies. i.e., if you request to defer Programs due to delivery method being changed, cancellation fees will apply within 30 working days of the program commencing. This includes circumstances where the changes are implemented by CEW within 30 working days.

Use of Material/ Intellectual Property:

Materials and content provided to participants of the CEW Leaders Program are subject to copyright. You may only use the materials and content for your own private non-commercial use. No part of the materials and content covered by copyright should be copied, reproduced, modified, distributed, transmitted, or republished in any form.

Definitions

For the purposes of the CEW Terms & Condition, the following terms have the specified meanings:

Defer is defined as the request to change from one program to another if a participant is unable to attend any of the seven days of the program.

Withdrawal is defined as a participant no longer being able to take part in any CEW Leaders Program.

Working Day is defined as a business day, this excludes weekends and public holidays.

In person is defined as an event that takes place in a physical venue.

Online is defined as an event takes place via an online delivery.

Hybrid is defined as an event that is offered for both Face to Face and Online attendance.

Suitable Employee is defined as an employee in an established leadership role and typically CEO minus 2-4 depending on the size of your organisation.

By ticking this box, I acknowledge that I understand and agree to the above terms and conditions.

If you have any enquiries, please contact the CEW Leaders Program Team via email at:

leadersprogram@cew.org.au or call (02) 9182 7800