



**Institute of Access Training Australia**

professional  development  training

in conjunction with

**Access Audits Australia**

Good Access is Good Business

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## **Terms and Conditions of Training 2015 Hosting Organisations**

Organisations booking training courses from IATA are subject to the following booking terms and conditions:

IATA requires the following:

1. Written confirmation of booking via letter or email
2. Provision of a venue that is wheelchair accessible and incorporates a wheelchair accessible toilet for use in presentation of the session (if requested)
3. Provision of a data projector screen suitable for presentation of a PowerPoint presentation (white board is not suitable)
4. Reimbursement of any air fares, accommodation, travel fees or other expenses incurred by IATA, as a result of cancellation of a confirmed training session by an organisation
5. Payment of a cancellation fee equal to 100% of the full session fee, for any session cancelled by an organisation within 2 weeks of the scheduled date of the confirmed session
6. Payment of a cancellation fee equal to 50% of the full session fee, for any session cancelled by an organisation within 3 weeks of the scheduled date of the confirmed session
7. Payment of a cancellation fee equal to 25% of the full session fee for any session cancelled by an organisation within 4 weeks of the scheduled date of the confirmed session
8. Reimbursement of any air fares, taxis, car hire and/or accommodation fees necessary for IATA to present a training session (if not included in training contract)
9. Payment for all training sessions within 30 days of delivery of the session.

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Written confirmation of a booking (letter or email) confirms acceptance of these terms and conditions by any organisation booking a training session with IATA.