

Seminar contract terms and conditions

This content is best provided in person so that any questions and discussions occur organically and spontaneously. Please ensure HDMI capability in your workspace and a screen to accommodate my power point content. Books shall be provided at the time of the seminar. I will be at your workspace 30 minutes prior to our session for set up.

If a virtual format is your choice, please ensure that you have fully active, glitch free access to Zoom or Microsoft Team Meetings. You will send me an invitation to join the day before the seminar to ensure we have a secure connection and screen share ability. We will connect 15 minutes before the seminar on the day of the seminar.

If you choose a virtual format, books will be delivered at my cost to your workspace or boardroom in time for the seminar. All sessions will begin on time as contracted. If possible, please provide any questions ahead of time so that I can prepare any materials to accommodate the answers.

A non-refundable deposit of 50 percent of the posted price shall be paid at the time of confirmation of seminar's date, place and time with the balance of the contract paid the day of the seminar.

**If your association pays the entire fee upon booking, you will be credited \$50 toward a second seminar of your choice. There is no expiry date for this credit. Note it has no cash value.*

All monies fully refundable ONLY if the session is cancelled by Marilyn Moldowan. A one-time courtesy shall be extended should you need to change the time of the seminar. There will not be a second change allowed.

There will be no additional travel charge for in person seminars within 100 kilometers of Calgary, and no travel charge for in-person seminars provided in Banff or Canmore. Virtual seminars are not subject to additional cost.

(Professional fee for conference speaking and/or concurrent sessions to be discussed and pricing posted here not necessarily applicable to your conference or event.)

Invoice shall be emailed to you upon confirmation of seminar's content and location of the event. Note that GST shall be added to the professional fee.

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Signed and dated: _____