



Emergent Futures

Helping you think about the future so you can act with confidence *today*

Terms & Conditions: Speaker Engagements and Workshops

1. To confirm your booking

- Written confirmation of your booking to be returned by fax to (03) 9012 3580 or emailed to info@emergentfutures.com
- Once this confirmation is received, we will issue an invoice for the fee, which must be paid within fourteen (14) days in order to secure your booking.
- After the presentation or workshop is completed a final invoice will be issued to cover all expenses incurred by Emergent Futures and payment for any extra services relating to the booking

2. Expenses

- Expenses, where applicable, will be booked by Emergent Futures office and billed to you for reimbursement.
- Within Australia all flights will be based on economy flights.
- We will minimise and share client expenses wherever possible
- Supporting invoices/receipts from our suppliers will be available for verification if required.

3. Recording & Copyright (Keynotes and presentations)

- We require our agreement before any recording of presentations or distribution of our material or presentations is made.

4. Cancellations

- Cancellations must be received in writing and sent to info@emergentfutures.com or faxed to (03) 9012 3580.
- In the event of a cancellation being made more than 60 days from the date of the event, a refund of 50% of the presentation or workshop fee will be given with the remaining 50% of the fee being held as a credit for use for any of our services.
- In the event of a cancellation being made within 60 days from the date of the event, 100% of the presentation fee will be held as a credit for use for any of our services

5. Value exchange

- We believe in the creation of value between ourselves and our clients so if you can create value for us around your event we may agree to waive part of the fee.
- Value exchange is at the sole discretion of Emergent Futures and is to be negotiated prior to booking confirmation.

Level 27, 101 Collins St, Melbourne, VIC 3000 AUSTRALIA

P: +61 3 9018 7917 F: +61 3 9012 3580

info@emergentfutures.com