



Terms and Conditions when booked for Conferences or In-house Training Programs

1. **Payment Terms:** Once booked for a presentation, a 50% deposit is required. The remaining 50% is payable after the presentation(s). All invoices are payable within 7 days of issue.
2. **Cancellation:** In the event of cancellation by you, the 50% deposit is not refundable. However, this can be transferred if 30 days or more notice is given and the booking is rescheduled. In the event of cancellation by you less than one week before the engagement date, the full fee is payable.

In the event of cancellation by Ken Warren, all monies paid will be refunded to you. Alternatively, you may choose to transfer the engagement date to another mutually agreed time or have him arrange an alternative speaker in lieu of the refund.

3. **Travel expenses:** When it is stated in the proposal that travel expenses apply, these typically include: return economy airfares from Brisbane to your location, overnight accommodation the evening before the presentation(s), meals, taxi fares, and parking.

All expenses will be at cost and receipts will be provided with a summary invoice after the event.

4. **Logistics:** You agree to take responsibility for promoting the presentation, providing the venue, copying the notes, and providing refreshments, if required, for the participants
5. **Copyright:** The content of the presentation remains the property of Positive People Solutions. If you wish to re-use the content, licensing fees apply.