

Deposit

\$50 paid by service provider and refundable on completion of workshop.

\$50 deposit will not be refunded if we receive cancellation of a workshop 24 hours before confirmed date and time.

Attendee Numbers

We are a small social enterprise with limited staff capacity. Host free workshops for your clients. Require a minimum of 8 attendees to run a workshop.

If minimum numbers are not reached [24 hours prior](#) to the workshop date, we encourage that any confirmed attendees are referred to our next [monthly virtual workshops](#).

Criteria for refund:

The deposit will be refunded to the host a maximum of 10 business days after the workshop completion and on with confirmation of the following:

- Post workshop survey/ Mandatory survey feedback from attendees.
- List of names and emails of attendees
- Link to IgniteAbility referral form has been provided to attendees.

Cancellations

We understand emergencies can happen; however, we need to be notified of a cancellation of a workshop minimum of 7 days from confirmed date.

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Privacy, social media & promotion

1. Photo Usage and Promotion

- 1.1 Photo Usage: IgniteAbility may capture and utilize photographs taken during the workshop for promotional purposes. These photographs may include images of participants, the workshop setting, activities, and other related content.
- 1.2 Permission to Use Photos: IgniteAbility will obtain explicit consent from workshop participants before using their photographs for promotional purposes. Participants have the right to opt out of photo usage by informing IgniteAbility prior to or during the workshop.
- 1.3 Tagging the Host: Before any promotional posting, IgniteAbility will seek permission from the Host to tag them in relevant posts. Tagging the Host will be done in a manner that reflects positively on both parties and enhances the promotion of the workshop.

2. Mutual Approval for Promotion

- 2.1 Host's Promotion of Workshop: The Host is permitted to promote the workshop on their own social media platforms. However, before posting any promotional content related to the workshop, the Host agrees to seek approval from IgniteAbility to ensure alignment with the overall promotional strategy.

3. Usage Guidelines

- 3.1 Respectful Content: Both IgniteAbility and the Host agree to ensure that any promotional content, including photographs and captions, is respectful, professional, and adheres to ethical standards. Content should not infringe on the rights of any third party or contain offensive, discriminatory, or inappropriate material.
- 3.2 Accurate Representation: IgniteAbility and the Host will ensure that all promotional content accurately represents the workshop, its objectives, and the overall experience participants can expect.

Accessibility

We have PwD co-facilitating and presenting our Educate Workshops. If the workshop is taking place in a location external from the Ignite office, the host (service provider) must ensure that the location is accessible, free from hazards etc. To consider:

- Is the space clear of hazards?
- Is the space accessible for our trainers?
- How big is the space? (Alexis, we had the experience of about 15 people crammed into a small space, some sitting on the floor).
- Is their parking available, and if so, where? (This is really important for trainers with a disability who may not walk far, etc.)
- Can you provide connections to laptops, screens to run a presentation on, etc.?
- Anything else we should be aware of before arriving?

Workshop Material

All Educate material is IP of IgniteAbility and is not for distribution. A handout will also be provided to all attendees after the workshop containing a rundown of the content and links to refer into the IgniteAbility Program. These documents are not for use of distribution by a third party.