

GenAI Skills Lab – Terms and Conditions

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Registration and Payment

Registration is confirmed once a participant has completed the registration form and received confirmation from the organiser. The organiser reserves the right to decline registrations where necessary.

Invoices will be issued following registration. Payment is due within 7 days of the invoice, unless otherwise agreed.

All prices are exclusive of GST, which will be added where applicable.

Session Format

The GenAI Skills Lab is delivered as a facilitated online learning group, including demonstrations, practical exercises, and discussion.

Sessions are conducted via Microsoft Teams and run for approximately one hour.

Participants are responsible for ensuring they have suitable internet access and software required to participate in the sessions.

Attendance and Missed Sessions

If a participant is unable to attend a session, they may attend another session in the series where available, subject to capacity.

Sessions are not recorded and recordings will not be distributed.

6-session pass - Participants who purchase a 6-session pass will be enrolled in the first 6 sessions by default. Please advise by email if you wish to skip any of these sessions and attend one of the last two sessions instead. Please provide as much notice as possible if you intend to skip so that the place can be offered to other participants. Failure to provide at least **24 hours notice** may result in the session being counted as attended.

By session – Participants who purchase individual sessions must book their attendance using the Bookings link provided.

Cancellations and Refunds

Participants may cancel their registration before the first session for a full refund.

After the series has commenced, refunds will generally not be provided, although transfers to future sessions may be considered at the organiser's discretion.

Programme Changes

The organiser reserves the right to make reasonable adjustments to session topics, format, or scheduling if necessary.

If a session needs to be rescheduled due to unforeseen circumstances or the facilitator's unavailability, participants will be notified as soon as possible. Where possible, an additional session may be scheduled to make up the missed session.

Minimum Participation

The organiser reserves the right to postpone or combine sessions if participant numbers are insufficient.

Professional Use of AI Tools

Examples and demonstrations provided during sessions are for learning purposes only. Participants remain responsible for exercising professional judgement when applying AI-generated content in their own planning work.

Participants should avoid sharing confidential or sensitive client information during discussions.

Participant Conduct

The GenAI Skills Lab is intended to be a collaborative professional learning environment. Participants are expected to engage respectfully with others during sessions.

Intellectual Property

Materials, examples, and demonstrations provided during the sessions are intended for personal professional development and may not be redistributed without permission.

Participants may not record sessions without permission.

Limitation of Liability

The GenAI Skills Lab provides general information and training regarding the use of Generative AI tools.

Participants remain responsible for the professional application of these tools in their own work.