

## Community Education Program (CEP)

### **Booking Procedure:**

- Requests for a speaker are to be forwarded on the attached "Community Education Program Booking Form" by mail or fax to The Jean Hailes Foundation for Women's Health - Community Education Program Coordinator.
- It takes approximately four to six weeks to arrange and confirm a speaker for a speaking engagement.
- Information concerning the age, ethnicity and type of your group, assists us to arrange a speaker/presentation that best suits the group. Feel free to add/attach any other additional information and/or background that will be useful to us in meeting your group's needs.
- The CEP Coordinator will telephone the requesting person or organisation to confirm receipt of the booking form and to clarify any aspects of the request.
- The CEP Coordinator will confirm the availability and fee of a speaker, by telephone, within two - three weeks of receiving the request. Confirmation in writing will be forwarded to the requesting person or organisation, within three (3) weeks of receiving the request.
- Should a speaker not be available for the requested date, alternative dates would be negotiated within three weeks of receipt of the initial request.
- Following the speaking engagement, an invoice will be sent where relevant (NB – invoice will be forwarded to the person or organisation noted as the "contact" on the booking form).

### **Promotion:**

- Promotion of a speaker from The Jean Hailes Foundation for Women's Health should not occur until the speaker is confirmed.
- For accuracy purposes, a draft copy of the promotion is to be sent to The Foundation for proofing, prior to publication/promotion.
- Any promotion concerning the speaker should use the following wording:  
    "(Speaker's name) representing The Jean Hailes Foundation for Women's Health"

### **Pricing Policy:**

- The Foundation endeavours to provide speakers to a wide range of groups and organisations. While fees are set by a pricing policy, negotiation of fees may be possible under special circumstances.
- Payment received covers speakers fees and administration, and funds are utilised by The Foundation's Education Unit to support other education programs.
- Arrangements for payment will be discussed at the time of booking a speaker. However, all payments should be forwarded to the CEP Coordinator at The Jean Hailes Foundation for Women's Health, PO Box 1108, Clayton South. 3169. Speakers are not able to accept cheques or cash (including coin donations) on behalf of the organisation arranging the engagement.

### **Cancellation Policy:**

- **Speaker engagements cancelled within two weeks of the event will incur a charge of 25% of the agreed fee. Speaker engagements cancelled within one week of the event will incur a charge of 50% of the agreed fee. A minimum cancellation fee of \$25.00 will apply to all bookings.**

### **Note:**

**If numbers booked are less than 10 the booking will not proceed, however, in some circumstances, this may be negotiated with the CEP Co-ordinator.**