Terms of Registration

These terms apply to all Avernixx workshops. Registering online (by ticking the Terms of Registration box) or signing the booking form confirms your acceptance.

1. Booking and confirmation

A completed form is a request to book. Your place is held once we send written confirmation.

2. Fees and payment

Complimentary sessions carry no fee. Where a fee applies it is stated in the confirmation and payable within 14 days of invoice, exclusive of GST.

3. If you need to cancel or postpone

Please tell us in writing as early as you can. Over 10 working days' notice: no charge. Five to 10 working days: 50% of the fee. Under five days or non-attendance: the full fee. Complimentary sessions carry no charge.

4. Changing a delegate

You may substitute a delegate at no charge. Please tell us at least three (3) business days before the session.

5. If we need to make changes

We may change the date, time or venue, move a session online, or provide an equally qualified facilitator, on reasonable notice. If we cancel a chargeable session, any fee paid is refunded in full.

6. Group size

Sessions are designed for two (2) to ten (10) delegates. Larger groups are welcome as a customised session.

7. What we each provide

For in-person sessions, please provide a room, seating, power, a screen and internet access. For virtual sessions, please ensure delegates can join.

8. Course materials

Slides, handouts and frameworks, including the GARD Framework, remain ours. Materials given to you are for internal use and should not be reproduced or used to train others without our consent.

9. Recording and photography

Neither of us will record a session without the other's written consent. We may photograph in-person sessions; please tell us if a delegate prefers not to appear.

10. Certificates of Participation

Each delegate attending in full receives a digital certificate, normally within five (5) business days. It records attendance only and is not an accredited qualification.

11. Client references and publicity

We may name your organisation as a client and use its name and logo in our client lists, website, capability statements, proposals and marketing, for complimentary and chargeable sessions alike. Any case study or quotation needs your written consent, and you may withdraw this permission by writing to us.

12. Confidentiality

We will each keep the other's non-public information confidential and use it only for the session. This continues for three (3) years.

13. Personal data

We each comply with the Personal Data Protection Act 2012. We use delegate details only for the purposes set out in this form and keep them no longer than necessary.

14. Scope of what we provide

Workshops give general information on AI, technology and governance. Avernixx is not a law, accounting or financial advisory practice, and nothing in a session is legal, tax or financial advice.

15. Our commitment and its limits

We deliver each session with reasonable skill and care but cannot promise a particular outcome. For a chargeable session our liability is limited to the fee paid; for a complimentary session we exclude liability as far as the law allows. Nothing limits liability for death or injury caused by negligence, or for fraud.

16. Events outside our control

Neither of us is liable for delay caused by events beyond reasonable control, including acts of God, natural disaster, fire, flood, epidemic, government action, civil unrest, terrorism, war, industrial action, or failure of power or internet services.

17. Third parties

No one outside these terms may enforce them under the Contracts (Rights of Third Parties) Act 2001. Attending gives a delegate no separate right of action against Avernixx.

18. Assignment and subcontracting

Neither of us may transfer our rights without the other's written consent, not to be unreasonably withheld. We may use associate facilitators and remain responsible for their work.

19. Notices and general

Notices go to the email addresses given in this form. Not enforcing a term straight away does not waive it.

20. Entire agreement and governing law

This form, our confirmation and these terms are the whole agreement. Changes must be in writing. Singapore law governs, and the Singapore courts have exclusive jurisdiction.