



## Pet Professional Guild Australia Webinar Terms and Conditions



Each month PPG Australia (PPGA) offers its members a minimum of one FREE educational webinar. These are scheduled at least four weeks in advance and are posted on the PPGA website on both the home page and in the membership area.

The Pet Professional Guild Australia also offers its membership paid webinars on an ongoing basis.

### **What is a Webinar?**

A webinar is a 45 to 90 minute web-delivered educational seminar. Each webinar includes a live PowerPoint, or equivalent software, visual presentation with 10 minutes allocated for questions and answers.

### **Submitting a Webinar Proposal**

1. Complete the webinar application form
2. All PPGA member webinars must conform to the PPGA Guiding Principles. Pet Professional Guild Australia membership webinars are approved through the Education Committee. As such it will be necessary to provide to the committee a detailed outline of the webinar and the materials to be presented
3. You will receive an email within 48 hours regarding the suitability and acceptance/decline of your webinar proposal
4. Once approved, the date and time will be confirmed with you
5. Your webinar will be scheduled and advertised on the PPGA website
6. Your final webinar PowerPoint presentation must be submitted to the PPGA administration contact two weeks prior to the webinar date if requested

### **PPGA Webinar Commissions**

1. PPG webinars are priced between \$20.00 and \$40.00 each.
2. All webinar commissions are paid using PayPal
3. Webinar presenters will be compensated 50% of sales from the live webinar session
4. Commission payments are made by the 20th day of the following month the webinar is held unless otherwise agreed
5. All other terms and conditions of the PPGA webinar agreement remain in effect
6. FREE member webinars may also charge a nominal fee for non-members
7. PPGA webinar presenters are compensated based on a percentage of fees paid by attendees. Event attendance can vary greatly because of content, interest level, reputation of presenter, technical issues, force majeure and other circumstances. Because of this PPGA cannot guarantee, assure or promise any compensation of any kind to presenters for any webinar event



8. Select PPGA webinars are also cross posted on other websites as a promotional tool.

### **The Webinar Process - Terms & Conditions**

1. All webinars are held using the PPGA webinar software.
2. Presenters using VOIP must use a headset and microphone to ensure good audio quality
3. All presenters may request a one hour practice session within 7 days of their scheduled webinar. Please schedule this at least 14 days prior to your webinar to allow for planning time.
4. PPGA webinars are recorded and may be made available to our members at a later date.
5. Recordings remain available for new PPGA members to view
6. The Pet Professional Guild Australia has the right to translate your recorded webinar into any language it deems necessary to accommodate our international members' continued education
7. The Pet Professional Guild Australia has the right to control editorial content of the event listing to effectively market the webinar
8. PPGA will host your recorded webinar for as long as it is deemed relevant to the membership and/or being purchased.
9. PPGA reserves the right to cancel, postpone, delay or reschedule any webinar for any reason at our sole discretion.
10. Webinars approved may also be sold on the Doggone Safe website. Commissions apply as per the above policy.
11. You retain the intellectual rights to your webinar property with PPGA granted permission to use your webinar as stated above

### **The Webinar Session**

1. On the day of your webinar you must login to the webinar software 15 minutes prior to the official start time using the presenter login link emailed to you. It will refer to you as a panelist or presenter.
2. The Pet Professional Guild Australia will provide a host to introduce you, a moderator for the chat room and a person to manage the Q&A session.
3. All questions and answers will be taken at the end of the session.

### **After The Webinar**

1. Within 24 hours of the webinar taking place the presenter will send a PDF version of their slides to the PPGA Membership Manager to be forwarded to all attendees with their attendance certificate and CEU instructions