

**PARKING AUSTRALIA MONTHLY ONLINE SEMINAR SERIES**  
**Terms and Conditions**

**Booking and pre-event**

1. Organisations presenting must be current Parking Australia members. [If you are not, please join here](#) and can you then book your spot *once* your application has been processed.
2. Organisations book under the principle of 'first in, best dressed' and note that other 'competing' Organisations may be presenting on the same day. To check prior which organisation is presenting [check our website](#) and the specific day - this will list what organisations have booked, and what spots are available as of when.
3. Organisations may book some, any, or all the spots on any of the dates listed. You will need to have content to fill each spot (e.g. two spots = 30 minutes content).
4. If an organisation books the third slot but the second is available, or if they book the second slot but the first is available, they will be moved up to the earliest available slot and present immediately after the previous speaker.
5. Once confirmed, Parking Australia will share details of the organisation's presenter and presentation in their marketing and social media, details of which will be provided as part of the booking process.
6. The organisation agrees to share the link of the webinar including on social media and encourage participation.
7. In the rare event that Parking Australia needs to reschedule the webinar, the organisation will be notified as soon as possible and offered a new slot at a suitable date and time.

**Presentation**

8. Each webinar will commence with a brief introduction from Parking Australia; we will then move into the presentations.
9. The onus is on the organisation's presenter and presentation to be engaging and the content relevant and to keep within the 15-minute presentation limit (no 'death by PowerPoint'!) – we can't highlight this enough! You may have more than one speaker in the presentation if you wish noting the booked spot time length still applies.
10. Each presentation will be run from the presenter's end.
11. There will be no Q&A at the end of any presentation. If you have time left in your slot, we will move on to the next presentation. Organisations may provide (for members) a PDF and contact details which will be shared on the member-only site with the presentation's video. This must be provided prior to the webinar.
12. Presentations can be pre-recorded but must not go over the time of the spot/s booked. Our team will check the timing and advise if changes of the length are needed.

**Post-event**

13. Parking Australia will provide a watermarked copy of the presentation for the organisation's use post-event and the organisation agrees Parking Australia may use clips or screen shots from the presentation to promote the Association.
14. Parking Australia will provide details of registrants who opt in to have their contacts shared (post-event); and each organisation will be provided with a summary of the feedback from registrants post-event.

For further information please contact [ceo@parking.asn.au](mailto:ceo@parking.asn.au) or call us on 1300 787 233.

Current: March 2025