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| **YNL AODA SESSION – BOOKING FORM** | | | | | | |
| Company/Event Name:  **AODA Session** | | | | | | |
| Primary Contact Person(s): | | | | | | |
| Representative(s) in Charge of Event: | | | | | | |
| Mailing Address: | | | | | | |
| City: | | | Province: | | | Postal Code: |
| Phone Number: | Cell Phone Number: | | | Fax Number: | | |
| E-mail: | | Website URL: | | | | |
| Number of Attendees: | | | | | Travel Expenses to be covered: | |
| Length of Presentation: | | | | | Total Amount to be billed: | |
| MATERIALS REQUIRED FOR EVENT:   * **Zoom Meeting Room (provided by YNL)** * **Computer Access for Attendees (company/attendee provided)**   FACILITATOR(S) WILL PROVIDE:   * **Follow Up Documents** * **Recording of the Session** | | | | | | |

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This agreement is made and entered on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (as per phone meeting and follow-up emails) by and between **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“ORGANIZATION”) and **Your New Leaf** (“FACILITATOR(S)”). FACILITATOR(S) agrees to prepare and present the following program(s) at:

|  |  |
| --- | --- |
| Location: | **Online** |
| Date: |  |
| Time: |  |
| Program Title: |  |
| Program Description: |  |

# The FACILITATOR(S) will be responsible for providing any digital handouts or related materials during and after the Presentation. The FACILITATOR(S) warrants and represents that the Presentation, handouts, and related materials are factually accurate and contain no matter libelous or otherwise unlawful. The FACILITATOR(S) further warrants that such Presentation, handouts, and related materials are either:

# 1) the FACILITATOR(S) own original work or,

# 2) available for use without permission because they are in a public domain, or

# 3) when materials utilized in the presentation are not the FACILITATOR(S)’ own original work or in a public domain, they are either:

# a) presented with the permission of the originator/owner of the material, or

# b) are believed to be within the “fair use” exemption of copyright law which includes use for purposes of criticism, news reporting, commentary, teaching, and research.

# The FACILITATOR(S) authorizes the ORGANIZATION to use his/her name, likeness, photograph, and biographical data (as provided by the FACILITATOR(S)) in connection with the use and promotion of any aspect of the Presentation. Audio and video recorders may be used during the presentation with permission of the FACILITATOR(S).

Payment must be received on the day of the event (or within two weeks following the event). Agreement cancelled within 30 days (or less) of event will be subject to partial payment at the discretion of the FACILITATOR(S). Payment can be made by cheque, online by credit card at [www.yournewleaf.ca](http://www.yournewleaf.ca), or by etransfer to [daisy@yournewleaf.ca](mailto:daisy@yournewleaf.ca).

# This agreement is binding on both parties and cannot be cancelled except as hereinafter provided. The ORGANIZATION and the FACILITATOR(S) mutually agree that all parties shall be released from any and all liability or damages hereunder if the ORGANIZATION or the FACILITATOR(S) is unable to fulfill the terms of this agreement due to an act of God, illness or physical disability of the FACILITATOR(S), acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, flood, fire, interruption or delay of transportation, or any other cause beyond the control of the parties. If, for any reason, the FACILITATOR(S) is delayed or cannot appear, the FACILITATOR(S) will promptly notify the ORGANIZATION to arrange a mutually agreeable change of date. If a change of date is not desirable, a substitute facilitator may be provided if all parties are in agreement.

THE INDIVIDUALS SIGNING below hereby represent and warrant that s/he is duly authorized to execute and deliver this Agreement on behalf of the FACILITATOR(S)/ORGANIZATION and that this Agreement is binding upon the FACILITATOR(S)/ORGANIZATION in accordance with its terms.

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|  | NAME/TITLE: |
| YNL: |  |
| Signature: |  |
| Date: |  |
| Organization Representative: |  |
| Signature #1: |  |
| Date: |  |