



2016 IAHA Volunteer Sponsorship

The Lowitja Institute International Indigenous Health and Wellbeing Conference

Terms and Conditions

1. The sponsorship will provide financial assistance for IAHA (Indigenous Allied Health Australia) members to attend the 2016 Lowitja Institute International Indigenous Health and Wellbeing Conference for the period of 8-10 November 2016 in Melbourne, Victoria.
2. The Sponsorship recipient agrees:
 - a. To abide by the [IAHA Code of Conduct](#) at all times and relevant policies and procedures in relation to travel and finance.
 - b. To attend the 2016 Lowitja Institute International Indigenous Health and Wellbeing Conference as a volunteer at the event. Direction for tasks will be given from Lowitja Institute staff and roles may include (but not limited to):
 - i. assisting Elders
 - ii. ushering conference delegates to sessions
 - iii. assisting Lowitja Institute and events staff
 - c. To assist on the IAHA booth at the conference as required, when not engaged in volunteer conference support activities.
 - d. To return their completed preferred travel arrangements to IAHA by 30 September 2016.
 - e. To be responsible for their own transfers to and from their place of residence to and from their nominated airport.
 - f. To pay any changes to travel and accommodation bookings once they have been made as stipulated on the travel forms and approved by the CEO.
 - g. To refund the sponsorship in full if they fail to attend the 2016 Lowitja Institute International Indigenous Health and Wellbeing Conference as a no show. Exceptional circumstances with prior notice can be considered at the discretion of the CEO.
 - h. To submit a report on their attendance and learnings by 30 December 2016.
3. IAHA Agrees:
 - a. To administer all travel and accommodation using awarded sponsorship funds.
 - b. To book all travel and accommodation within a reasonable timeframe at the best fare available of the day.
 - c. To ensure confirmation of travel and accommodation is sent to the recipient by 14 October 2016.

- d. To endeavour to meet the members needs within reason as determined by the CEO
4. The IAHA CEO will determine successful applicants through a selection process using the eligibility criteria outlined in the sponsorship guidelines.
 5. There is no appeals process for the selection of sponsorship recipients or the amount of funding granted
 6. The terms and conditions of this Agreement shall not be disclosed to any third parties without prior written consent of both parties.
 7. Personal details shall not be disclosed to any third parties without prior consent from both parties with the exception of sponsorship sponsors for the selection process only.