



Children's Cancer CoLab

Accelerating research, innovation and collaboration

EVENTS POLICY

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Approved By	CEO: Udani Reets
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Policy Sponsor	
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1. Background

The Children's Cancer CoLab's Events Policy sets clear expectations for safe, inclusive, and respectful behaviour at all events. It will be published on our website and referenced by organisers when planning and hosting events. All participants and sponsors are expected to comply with this policy to maintain a welcoming environment.

2. Purpose

Children's Cancer CoLab ("CoLab") hosts events to share knowledge, build community, and foster collaboration in support of children and families impacted by cancer. This policy sets clear, practical expectations for safe, inclusive, respectful events and explains how concerns will be handled.

3. Scope

This policy applies to **all CoLab-branded events** (in-person, virtual, or hybrid) - including conferences, workshops, seminars, networking sessions, community activities, and related social functions. It covers **all participants**, including attendees, staff, volunteers, speakers, panellists, contractors, exhibitors, sponsors, media, and venue partners.

4. Definitions

Event Organiser: CoLab staff member (or delegate) responsible for planning and delivering the event.

Participant: Any person present at, or engaging with, a CoLab event (including online chat/forums).

Harassment: Unwelcome conduct (verbal, non-verbal, physical, or digital) that has the purpose or effect of offending, humiliating, intimidating, or creating a hostile environment.

Incident: Any behaviour or situation that may breach this policy or pose a risk to safety, wellbeing, or security.

Support Person: An individual nominated by the person raising a concern to be present during conversations or reports.

5. Our Principles

We are committed to events that are **safe, inclusive, respectful and accessible**. We act promptly on concerns and partner with venues and suppliers to uphold these standards.

6. Code of Conduct (Expected & Prohibited Behaviour)

6.1. Expected Behaviour

- Be respectful and collaborative; allow space for diverse perspectives.
- Follow event instructions, venue rules, and lawful directions from authorised staff.
- Use professional, considerate language in all interactions (including chat and social media).
- Wear/retain required credentials (badges, wristbands) and comply with security checks where applicable.

6.2. Unacceptable Behaviour

The following are not tolerated at CoLab events (in person or online):

- Harassment, bullying, intimidation, stalking, or threats.
- Offensive remarks or conduct related to gender, age, disability, physical appearance, body size, race, ethnicity, religion, sexuality, or other protected attributes.
- Display of sexualised or graphic imagery; unwelcome sexual attention or advances.
- Sustained disruption of talks or activities; deliberate intimidation.
- Recording, photography, or sharing of content in breach of this policy or presenter/participant consent.
- Violations of health, safety, or venue rules (including alcohol or smoking restrictions).

Participants asked to stop any prohibited behaviour must comply immediately. Organisers may issue warnings, remove individuals without refund, and/or bar future attendance.

7. Accessibility & Inclusion

CoLab aims for accessible venues and content. Participants may request adjustments (e.g., seating, dietary needs, captions) via hello@cccclab.org.au.

8. Health, Safety & Risk Management

- Events follow CoLab and venue safety requirements
- Emergency procedures will be communicated
- Responsible service of alcohol applies where relevant
- While CoLab takes reasonable steps to provide a safe event environment and complies with all applicable safety requirements, participants attend events at their own risk. CoLab is not responsible for any personal injury, loss, or damage except where required by law.

9. Child Safety

CoLab events are designed for adults and are not operated as child-safe environments. Children may attend CoLab events when accompanied by a responsible adult. CoLab does not provide child supervision and cannot guarantee that event spaces, content or activities are child-safe. The accompanying adult is fully responsible for supervising the child and ensuring their safety at all times whilst at the event.

10. Privacy and personal information

- Personal information will be collected for the purpose of event registration, logistics and communication, including:
 - Name, email address, phone number and institutional affiliation
 - Dietary restrictions, accessibility requirements, and emergency contact information
 - Payment information (processed securely through third-party payment processors)

- Personal information will be used solely for event-related purposes, including as part of sponsorship offerings, and managed in line with *CoLab's Privacy Policy* and applicable privacy laws.
- CoLab may share basic registration information (such as name, organisation / affiliation and role) with event sponsors for the limited purpose of fulfilling agreed sponsorship benefits, such as understanding audience demographics or planning engagement activities. We do **not** share contact details (eg email or phone) unless required to deliver a specific event service or where participants have explicitly opted in.

11. Photography and Recordings

- Events may be photographed, live-streamed, or recorded for promotional, educational and archival purposes.
- Participants will be notified of any photography and videography in advance where feasible.
- Participants may opt out of closeup photography by informing CoLab staff
- For virtual events, names and images may appear on screen; you may turn off camera / display names if the platform allows.
- Presenters retain IP in their materials unless otherwise agreed in writing.

12. Sponsors, Exhibitors and Third parties

- Sponsors, exhibitors, and contractors must comply with this policy.
- Promotional materials and activities must be appropriate and must not use sexualised imagery or content.

13. Registration, Transfers, Cancellations & Refunds

- **Transfers:** If you can no longer attend, you may **transfer** your registration before the event by emailing hello@cccolab.org.au.
- **Cancellations & Refunds:** If transfer is not possible, CoLab will provide a **full refund** (less any non-refundable merchant fees) for cancellations made **more than 7 days** before the event. Cancellations **within 7 days** of the scheduled event are **non-refundable**.
- **Approved refunds** will be reduced by payment processing fee (typically 0.9%-1.5% of the registration cost) charged by third-party payment processors; a detailed breakdown of deduction will be provided in the refund confirmation email.
- Nothing in this policy limits rights that cannot be excluded under applicable consumer laws.

14. Reporting a Concern or Incident

If you experience or witness concerning behaviour:

- Tell a CoLab staff member or attend the registration / help desk
- For online events, message the host or email hello@cccolab.org.au
CoLab will prioritise safety, respond promptly, and treat information sensitively.

15. Complaints & Appeals

Concerns about decisions or actions taken under this policy may be emailed to hello@cccolab.org.au within 10 business days for review by a senior staff member.

16. Roles & Responsibilities

Event Organiser: Plans and delivers events; completes risk assessments; briefs staff/volunteers; ensures incident response readiness.

Event Safety Lead/Duty Manager: On-site point of contact for safety and conduct; logs and escalates incidents.

All Participants: Follow this policy and venue rules; report concerns promptly.

Sponsors/Exhibitors/Contractors: Ensure staff and activities comply with this policy.

17. Governance & Review

This policy is reviewed annually or following major incidents or changes in law or organisational needs.

Version Control

Version	Details	Drafted by	Approved	Date
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