



**NATIONAL ASSOCIATION  
FOR THE VISUAL ARTS LTD**

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ACN 003 229 285

## **NAVA Training Templates Terms And Conditions Of Use**

NAVA does not charge a fee for the use of the training templates, however, the host organisation arranging the workshop must agree to the following conditions and meet the outlined costs.

Conditions. That the:

- host organisation is a member of NAVA
- National Association for the Visual Arts (NAVA) is acknowledged as a 'workshop partner' in all material relating to the workshop
- host organisation will provide NAVA with the details of the workshop to be held, ie date, place, time, what session(s) will be covered in the workshop and the potential audience
- host organisation will provide NAVA with a brief overview of how the workshop went within one month of it being held
- host organisation takes all responsibility for the costs of tailoring the template as required and hosting the workshop – see possible budget outline below
- host organisation liaises with NAVA on the content of the workshop, particularly if any changes to the workshop material are proposed
- host organisation ensures that the session presenter(s) have adequate knowledge to present the material in the session
- host organisation ensures that the workshop participants understand that the information is presented as a general guide only and that individuals must follow up with relevant organisations when determining how the general information provided applies to his/her specific circumstances
- host organisation will not change the graphic look of the templates without prior permission from NAVA
- copyright in the workshop templates remains the property of NAVA. The host organisation is given the right to use the information for the agreed workshop only and may not provide the information to any other party outside of the workshop participants without NAVA's written permission.

**NAVA will provide:**

- notes to the workshop host organisation and presenter(s)
- a breakdown of the possible costs associated with hosting a workshop
- copies of the template Powerpoint presentations
- notes relating to the Powerpoints
- an evaluation sheet for participants to complete
- digital text that can be made into information packs for the workshop participants – it is suggested that this include both hard copy material and text on a CD Rom
- information about NAVA
- telephone or email advice and assistance on issues connected to hosting a workshop.



NAVA advances the professional interests of the Australian visual arts sector through advocacy, representation and service provision.

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