

# Virtual Workshop, Lecture and Instructor Particulars

## Instructor Fees

- Virtual Day Workshops: €500 per day (6 hours) for up to 20 students
- Virtual Half-Day Workshops: €250 per day (3hours) for up to 20 students
- Virtual Lectures: €150 Powerpoint presentation
- Fees payable in Euro, paid by bank transfer or paypal to [astrocatty@yahoo.co.uk](mailto:astrocatty@yahoo.co.uk) immediately following completion of Workshop or Lecture. Bank details with be made available on receipt of signed contract.

## Virtual Classroom Criteria

- Zoom platform preferred (either your subscription or mine)
- Video recording and sharing is **not permitted** under any circumstance. All intellectual property and related material that is developed or produced under this agreement, will be the property of Paula Rafferty.

## Supply Lists & Course Notes

- Upon receipt of the completed contract, and upon completed workshop registration, please provide me with the names and email addresses of each registered participant (at least two weeks prior to the workshop). I will send a course overview and supply list to each registered participant.
- Course notes and handouts (if applicable) will be supplied by the instructor and provided to each registered participant via email prior to the workshop.

## Photos and Copyright

- Video recording and sharing is **not permitted** under any circumstance. All intellectual property and related material that is developed or produced under this agreement, will be the property of Paula Rafferty.
- Attached are photographs of original pieces (if applicable). These photos are intended for use as advertisement only for your Guild or group and are not to be shared otherwise.

## Cancellation

- The Guild/Group may cancel a workshop or lecture up to 3 months prior to the contracted date with no penalty assessed.
- Cancellation of 3 months to 6 weeks prior will be subject to a penalty of 50% of the contracted fees. International contract/cancellation dates as specified.

## Instructor Contract – Virtual Lecture/Workshop

This contract confirms the agreement between instructor/presenter **Paula Rafferty** and Guild or Group affiliation \_\_\_\_\_, based on the details below.

Name of Lecture/Workshop		
Date		
Zoom Subscription <i>Please circle preference</i>	Paula Rafferty	Guild
Fees and expenses	€150 Lecture / €500 Workshop; payable via bank or paypal transfer to Paula Rafferty <a href="mailto:astrocatty@yahoo.co.uk">astrocatty@yahoo.co.uk</a>	
Cancellation penalty	€0 Lecture / €0 Workshop	No penalty assessed if cancelled 3 months prior to scheduled date
	€50 Lecture / €250 Day Workshop / Half-Day workshop €125	50% of contracted fee penalty assessed if cancelled 3 months to 6 weeks prior to scheduled date
	€150 Lecture/ €500 Day Workshop /€250 Half-Day Workshop	Full payment of contracted fee assessed if cancelled less than 6 weeks prior to scheduled date

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*Paula Rafferty signature*

*date*

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*Guild/Group Representative signature*

*date*