

## PRODUCT & CPD PRESENTATIONS

Archify is the all-in-one digital platform for design and specification, providing opportunities to showcase your brand, product and project information to industry professionals. Alongside a dedicated, customised Archify national brand profile, Archify Members receive access to participate in additional supplementary services including Archify Education, as well as discounted Archify Product & CPD Presentations and events.

Our Archify Product Presentations (APP) and Continuing Professional Development Presentations (CPD) offer an invaluable opportunity to access, inspire and educate leading architecture and design practices across Australia and New Zealand. We offer a variety of flexible presentation options to suit your business needs:

### PRESENTATIONS

- **Informal**  
A relaxed networking and Q&A session, with suppliers simultaneously showcasing product samples & marketing material to design professionals.
- **Formal**  
Individual 15-minute presentations that focus on technical knowledge, product specification and application with a 5-minute Q&A included in each.
- **Single Supplier**  
Present exclusively in an extended Formal Presentation format, providing an opportunity to share detailed technical, specification, application and installation information, project case studies and more.
- **In-House CPD**  
1 hour presentation in line with CPD requirements with a quiz or activity to test attendees' learning. If your CPD Presentation has not been reviewed by Archify or the New Zealand Institute of Architects (NZIA), it will need to be reviewed by Archify for an additional fee. Archify will log your presentation and attendees with the NZIA for CPD point allocation.
- **Online CPD**  
As above but held via video conferencing.

### FEATURES

- All event coordination is completed by Archify.
- No competing products.
- Attendee lists provided after every presentation, detailing attendee names and position titles.
- Presentations are held in Sydney, Melbourne, Brisbane, Auckland on a monthly basis and in Canberra, Adelaide, Perth, Wellington, Christchurch every 3-4 months.
- Catering is included for select presentation types, or otherwise available at an additional cost.

## PRESENTATION OPTIONS

	Total Presenters*	Time Length	Inclusions	Member Pricing (NZD)	Non-Member Pricing (NZD)
<b>Informal</b>	2 - 6 Presenters	30 – 45 minutes (approx.)	Archify Host Catering Attendee List	\$200 ex GST	\$250 ex GST
<b>Formal</b>	2 - 4 Presenters	30 – 45 minutes (approx.)	Archify Host Catering Attendee List	\$200 ex GST	\$250 ex GST
<b>Single Supplier**</b>	1 Presenter	30 minutes (approx.)	Attendee List	\$250 ex GST	\$300 ex GST
<b>In-House CPD**</b>	1 Presenter	60 minutes (incl. 20 min Q&A)	Certificates of Attendance Attendee List	\$300 ex GST	\$350 ex GST
<b>Online CPD</b>	1 Presenter	60 minutes (incl. 20 min Q&A)	Certificates of Attendance Attendee List	\$150 ex GST	\$200 ex GST

\*Per presentation. Refer to the Representatives point in the Terms & Conditions.

\*\*Catering can be organised at an additional cost.

# ARCHIFY PRODUCT & CPD PRESENTATION AGREEMENT

## COMPANY DETAILS

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORISED CONTACT

Contact Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile Phone \_\_\_\_\_

Are you an Archify Member?  YES  NO

## PAYMENT DETAILS

I will be paying via Bank Transfer for presentations attended:

BCI New Zealand Pty Ltd.

03 0584 0268544 00

I will be paying via credit card for presentations attended:

Credit card:  VISA  MASTERCARD

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp: \_\_\_\_\_ CVC: \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Please note a 3% surcharge applies to all credit card payments.*

By signing the below I agree to the Terms & Conditions as set out in this document. I give Archify my permission to charge me for the presentations chosen by myself and the company through the Archify Booking System. Presentations are billed monthly in arrears.

Signature \_\_\_\_\_ Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Date \_\_\_\_\_

**Please send this completed form to [accounts.nz@archify.com](mailto:accounts.nz@archify.com)**

## **ARCHIFY PRODUCT & CPD PRESENTATIONS TERMS AND CONDITIONS**

### **PRESENTATION PAYMENTS & ADDITIONAL FEES**

Presentations are billed monthly in arrears. Credit card payments incur a 3% surcharge. If you would like us to organise catering for your presentation, a 10% administration fee plus delivery charges will apply.

### **OVERDUE ACCOUNTS**

Archify reserves the right to deny access to any presentation should your account exceed standard trading terms.

### **BOOKINGS**

Presentation bookings are regulated and approved on the Archify Booking System. You must leave a minimum of 6 months between presentations at any one practice and 12 months if you have nothing new to show.

### **REPRESENTATIVES**

Each presentation has a limit of one company representative per booking spot. Two can sometimes be accommodated but prior approval from Archify is required. Three representatives are not appropriate under any circumstances.

### **CANCELLATIONS**

Presentations may be cancelled up until 10 business days prior to the event without cost. For appointments cancelled closer than 10 business days prior, we will try to fill the place with another supplier but if we are unable to do so the presentation fee will apply. Request for cancellation must be sent to your local Archify contact.

### **UNABLE TO ATTEND**

If you do not show or are unable to attend a presentation at the 'last minute' the presentation fee still applies. We ask you to advise us of your inability to attend so that we may forward your apologies to the practice. The presentation fee applies.

### **LATE ARRIVAL**

Admittance to a presentation may not be appropriate 5 minutes before the scheduled start time. If you anticipate being late please phone ahead and we will advise you if it is still appropriate to attend. The presentation fee applies.

### **ATTENDEE LISTS**

Attendee lists will be emailed to you after a presentation where we have authority to do so. These lists are confidential and must not be shared with anyone outside your company. You must not use these lists for marketing email or bulk mail purposes and you must not send emails to an attendee without their express or implied permission.

### **WEBSITE INFORMATION**

Our website sometimes lists individuals' personal details; this information is confidential and must not be shared with anyone outside your company. You must not use any individuals' personal details for email marketing or bulk mail purposes.