

WELCOME TO THE VIRTUAL WORKABILITY EXPO

Thank you for registering in our Virtual WorkAbility Expo! The Virtual WorkAbility Expo on is designed in a way that connect you with those who need to know what you offer from a distance. WorkAbility Expos are funded by the Australian Government Department of Social Services and are an initiative of ImpactInstitute. Below, you will find important information regarding your participation in the expo:

WHAT YOU NEED TO DO

- ☐ **Pay** invoice in full by due date to secure your virtual booth and read terms and conditions (*Your exhibitor portal link will not be sent until full payment is received*)
- ☐ **Download** expo collateral - [Download here](#)
- ☐ **Promote** the expo to your client networks and social media pages
- ☐ **Prepare** digital banners, flyers, videos, and career and job information for your virtual booth
- ☐ **Login** to the Virtual WorkAbility Expo exhibitor portal, set up and complete the required sections of your booth (*access will be emailed to the main contact from February 2025*)

WHAT WE PROVIDE

- ☐ **Booth** A virtual booth to display your branding, documents and videos, job and career information, group and one-on-one text chat. (*Detailed guidelines will be sent out with portal link in February 2025*)
- ☐ **Program** A digital program with booth locations, information and online workshop information will be available on the WorkAbility website.

WHAT YOU NEED TO KNOW

Display order for all exhibitors. Allocations are assigned automatically based on order of booking and payment of invoice.

Virtual Booth must be completed by no later than 12th May 2025.

Cancellation Policy. All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 18 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited refund. See [terms and conditions](#).

No Refund Date. Any cancellations after 20th March 2025 will forfeit payment.