

# Terms and Conditions for Partners

## Privacy Policy

These terms and conditions are governed by BSME's privacy policy.

Please Note: We do not store credit card details nor do we share customer details with any third parties.

## Payment of Membership Fee

The Partner agrees to pay the membership fee on receipt of the invoice. Membership is activated and benefits become available once payment has been received by BSME into the correct bank account. BSME will not be liable for shortfalls in exchange rates where fees have not been deposited into the correct account.

Membership Fees are non-refundable.

Annual membership fees are published in Bahraini Dinar. The published membership fees do not include VAT. Where VAT is required by local tax authorities, for example, for companies registered in Bahrain, VAT will be added to invoices.

\*Partners should include all bank charges in the payment of membership fees. This can be done by indicating that the sender will be responsible for all charges or your bank may require you to tick the "OUR" box on the payment form. BSME cannot predict bank or intermediary bank charges.

## Membership Renewal

Membership renewal notifications will be sent to the primary account holder's email address with a follow-up reminder a month before the deadline. Partner renewals are due before 31 August of each year. After this date, BSME will assume non-renewal and membership will be automatically cancelled.

## Duration

The membership year runs from the 1 September to 31 August. The membership fee will not be pro-rated for membership within the year.

## Obligations

BSME considers the company/organisation as the Partner and not any individual employee of the company/organisation. The Partner will provide an email address which will create the member account; this is the primary contact for BSME communications. One account holder email address is permitted per membership. The Partner will keep the member account up-to-date and/or inform BSME of changes to the account holder email address.

The Partner will use their membership to promote their organisation and the business category identified in the membership application only. Membership benefits or status will not apply to third parties.

## Changed Terms

BSME may at any time amend the Terms and Conditions of Partner membership. Any amendment/s is/are effective immediately and will be published on the BSME website with the effective dates on the pages of the Terms and Conditions.

## Code of Conduct

The Partner accepts responsibility to make every effort to ensure that BSME is not brought into disrepute by the actions of its employees or individuals or groups associated with the BSME Partner.

Information published and used to promote the Partner will be accurate and will not include criticism of, or disparaging comparisons about, BSME or other BSME members.

## Force Majeure

BSME will not be liable if failing to delay or perform its obligations on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, war, governmental action, labour conditions, earthquakes or any other cause which is beyond its reasonable control.

## Annual Conference

- **Included** in the membership fee: one table in the exhibition hall, conference attendance for one exhibitor, and one ticket to the BSME annual dinner. One additional exhibitor may be registered at an additional charge. The maximum number of exhibitors per table is two. BSME reserves the right to amend the number of exhibitors.
- The BSME conference is a member-only conference. Non-members cannot exhibit or attend.
- Non-renewed/unpaid members will not have access to online registration.
- If membership payment is not received before the conference, membership will be disabled.

- BSME will not accept applications for membership where the Conference is at capacity including late membership renewals.
- Upon registration, the confirmation will be sent to the Booking Coordinator. Additional exhibitors should note that the booking is only confirmed once payment has been made. The remittance must be sent to [accounts@bsme.org.uk](mailto:accounts@bsme.org.uk) to confirm payment.
- Booking details can be amended up to 10 days before the start of an Annual Conference; after this, exhibitor places are non-transferable; [membership@bsme.org.uk](mailto:membership@bsme.org.uk) must be contacted to amend any booking changes.
- Individual exhibitors can be cancelled from a booking before payment has been made but no later than 10 days before the start of an Annual Conference. If the booking has been paid, [accounts@bsme.org.uk](mailto:accounts@bsme.org.uk) must be contacted for resolution.
- Notification of cancellation by exhibitors must be received no later than 10 days before the start of an Annual Conference or the full amount will be charged.
- Cancelled Annual Conference bookings will be refunded by the valid amount received by BSME minus any bank charges incurred; if a confirmed Annual Conference is cancelled by BSME, BSME will be liable for bank charges. Refunds will be made up to 28 days after the Conference end date. It is the responsibility of the Partner to provide BSME with bank details, including Swift Code and IBAN, in order to affect the refund.
- The fee is fully payable in the event of a no-show.
- BSME reserves the right to cancel any Annual Conference as a result of insufficient numbers to run the conference or circumstances beyond its control, without incurring liability, and will endeavour to give adequate notice.
- BSME is not responsible for associated costs incurred by exhibitors when booking onto or attending an Annual Conference or arising from cancellation/postponement.
- Only registered exhibitors will be granted access to the exhibition area. Unregistered second exhibitors may be allowed access to the exhibition area at BSME's discretion; proof of payment will be required within 12 hours of registration.
- Any amendment or cancellation should be emailed to [membership@bsme.org.uk](mailto:membership@bsme.org.uk)

## Marketing

### Social Media Promotion / Marketing eShots:

Partners can request social media promotion, including eshots, to school members throughout the academic year, with the exception of **01 January 2020 - 31 March 2020**. Promotion during this period is reserved for Partners who sponsor the 2020 Annual Conference. Eshots are dependent upon calendar availability. BSME reserves the right to change an offered date. Eshot content must be provided as per BSME requested format.

### Webinar Proposal:

Members are invited to submit proposals to deliver online presentations and webinars which are in keeping with the Professional Learning requirements identified by schools and/or dictated by relevant educational trends. **Proposal requests will be circulated to Partners upon approval of the Professional Learning Calendar by the Executive Committee for the subsequent year.**

### Opportunity to submit a proposal for presentation at the Annual Conference:

The theme, keynotes and workshops for each BSME Annual Conference are driven by the Professional Learning needs of senior leaders in BSME schools, as identified through various surveys, network meetings and educational trends. The Conference Programme, therefore, takes into account wider educational leadership focii as well as directives from various educational regulatory bodies, including examination boards and inspection bodies. **Where Partners might be suited to deliver any keynotes and/or workshops, in keeping with the theme and outcomes of the Annual Conference, proposal requests will be circulated to all Partners.** Presentations will be measured against the criteria communicated in the proposal requests.

### Logos and Names:

Membership allows BSME to use the Member's organisation name and logo on the BSME website and, where applicable, on related marketing materials. Members can use the BSME logo in the format provided by BSME, solely to indicate membership of BSME. If membership ceases the BSME logo should be removed from any website, stationery and marketing materials.

By submitting an application for Partner membership, the applicant confirms authority to use and distribute company content and the use or display of any information will not violate any laws, rules, regulations, or rights of third parties. Members will not post on the BSME website any materials protected by copyright, trademark, or other proprietary rights without the express written permission of the owner and the burden of determining that any materials are not so protected rests entirely with the member. You will be liable for any damage resulting from any infringement of content.

Any edits to the Member's BSME profile must be accurate. BSME reserves the right to amend/edit a profile page and the content therein.

## Sponsorship

Sponsorship commitments must be paid within 30 days of issue of the invoice. BSME reserves the right to pass sponsorship opportunities on to other Partners if these terms are not honoured.

Sponsorship will be offered to members first. BSME reserves the right to sell sponsorship to non-members should there be insufficient interest from members.

## Acceptance

**Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the conditions specified herein.**

**The Partner Account Holder must inform and advise the company of the details within this document.**

