

# Terms and Conditions for Partners

## Privacy Policy

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 terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members in line with GDPR, DPA and our own Privacy Policy available to view [here](#). Following the introduction of Data Protection Laws in the UAE, BSME reserves the right to amend these Terms and Conditions once the applications of the new laws for companies registered in freezones are clear.

## Payment of Membership Fee

The Partner agrees to pay the membership fee on receipt of the invoice. Membership Fees are non-refundable. Membership is activated and benefits become available once payment has been received by BSME into the correct bank account. Partners are responsible for all related transfer fees and bank charges.

Annual membership fees are invoiced in Emirati Dirham (AED) and paid into BSME's Dubai based bank account. The published membership fees do not include VAT or Withholding Tax. Where BSME is required to comply with VAT or Withholding Tax requirements by local tax authorities, VAT or Withholding Tax 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.

BSME offers a 14-day cooling off period. If membership is cancelled within 14 days of the date of payment, the membership fee will be refunded minus a AED500 administrative fee. BSME will not refund transfer fees incurred by the applicant nor be responsible for transfer fees incurred during the return of funds. Members joining BSME 30 days prior to the Annual Conference and Exhibition are excluded from the cooling off period except in the case of a force majeure.

## 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 October of each year. After this date, BSME will assume non-renewal and membership will be automatically cancelled.

Partners joining membership during Terms 1 and 2 will pay AED5,650. Partners joining membership during Term 3, up to and including 30 June, will pay AED1,000; this fee can be added to a renewal invoice for the following academic year. Membership applications received during July and August will be activated on 01 September.

## Duration

The membership year runs from 01 September to 31 August.

## 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 and the initial username for the Partner Directory Page. Additional contact details for all relevant staff of the Partner will be provided for the BSME mailing list. The Partner will inform BSME of changes to the account holder email address/es.

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, epidemics or pandemics or any other cause which is beyond its reasonable control.

## Annual Conference

- The delivery date and fees of an Annual Conference will be shown at the time of booking.
- Annual Conference fees are not included in membership fees.
- 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, BSME withdraws the offer of membership.
- BSME will not accept applications for membership where the Conference is at capacity. This includes late membership renewal.
- Attendance at the Annual Conference is capped for those within the category of Recruitment. This will be allocated on a First Come First Served basis.
- Upon registration, an invoice will be sent to the Booking Coordinator. Exhibitors should note that the booking is only confirmed once payment has been made. The payment remittance must be sent to [services@bsme.org.uk](mailto:services@bsme.org.uk).
- Booking details can be amended up to 10 days before the start of an Annual Conference; after this, exhibitor places are non-transferable; [services@bsme.org.uk](mailto:services@bsme.org.uk) must be contacted to amend any booking changes.
- Individual exhibitors can be cancelled from a booking 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. Refunds will be made up to 8 weeks 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.
- Any amendment or cancellation should be emailed to [services@bsme.org.uk](mailto:services@bsme.org.uk).

## Marketing

### Paid 'Add-ons'

Partners are provided with the opportunity to purchase paid 'add-ons'. These are limited in availability and will be released monthly. Partners will be emailed once per month with this opportunity which will be FCFS:

- Opportunity to purchase a prime partner feature in the themed Partner Brochure (one available per brochure per fortnight). This opportunity involves the Partner being featured on the front page of the brochure underneath the title of 'Prime Partner'
- Opportunity to purchase a 'Spotlight on..' feature on social media (one available per fortnight). This will involve BSME highlighting one Partner per week across social media. Partners who purchase this add on will be permitted one post on each of the social media platforms
- These 'add-ons' will not run in the month preceding the Annual Conference. Promotion during this period is reserved for Partners who sponsor the BSME Annual Conference

## Webinar Proposals

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 for the following academic year. Professional Learning webinars are open to the wider educational community to extend the reach of Partners.

## BSME Conferences

Members are invited to submit proposals to contribute to BSME Conferences in the following academic year's Professional Learning Calendar.

## 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 a wider educational leadership focus 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

BSME membership requires the use of the Member's company/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/organisation content and the use or display of any information will not violate any laws, rules, regulations, or rights of third parties.

## Content

The responsibility of content submitted for inclusion on the BSME website, social media channels, newsletter or any other platform offered by BSME rests entirely with the Member. Material protected by copyright, trademark, or other proprietary rights cannot be included without the express written permission of the owner; it is the Member's responsibility to obtain said permissions. The Member will be liable for any damage resulting from any infringement of content. BSME reserves the right to query content.

## 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.

## 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 terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members.

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