

Terms and Conditions for Partners 2024-25

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 within 30 days of the 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 AED 500 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 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 AED 5,933. Partners joining membership during Term 3, up to and including 30 June, will pay AED 1,000; 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 two email addresses when creating the member account; these will be the primary contacts for BSME communications. Additional contact details for all relevant staff of the Partner can be provided for the BSME mailing list. The Partner will inform BSME of any 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 do not apply to third-party affiliate or collaborative 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 Terms and Conditions page of the BSME website.

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 for failure, or delay in performing 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 at Annual Conference is two (depending on size of table selected). BSME reserves the right to limit the number of exhibitors.
- The BSME Annual Conference is a member-only conference. Non-members cannot exhibit or attend.
- Non-renewed/unpaid members must settle any outstanding fees before their Annual Conference registration can be processed.
- BSME reserves the right to cap attendance at the Annual Conference for specific categories of membership eg. Recruitment, where numbers are high. These spaces will be allocated on a first-come, first-served basis.
- Upon registration, an invoice will be sent to the company Accountant. Exhibitors should note that the booking is only confirmed once payment has been made. The payment remittance must be sent to accounts@bsme.org.uk.
- Booking details can be amended up to 30 days before the start of an Annual Conference; after this, exhibitor places are non-transferable; services@bsme.org.uk must be contacted to make any booking amendments.
- An exhibitor can cancel a booking no later than 30 days before the start of the Annual Conference. If the booking has been paid, accounts@bsme.org.uk must be contacted for resolution.
- Notification of cancellation by exhibitors must be received no later than 30 days before the start of an Annual Conference or the full amount will be charged.
- Cancelled Annual Conference bookings will be refunded at the valid amount received by BSME, less any bank charges, non-refundable costs accrued and an admin fee. 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.

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 allocated on a first-come, first-served basis:

- Opportunity to purchase a *Spotlight on..* feature on social media (one available per fortnight). This will involve BSME highlighting one Partner every two weeks across social media. Partners who purchase this add-on will be permitted one post on each of our social media platforms. This will be priced at AED 500.
- 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*
- '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. This will be priced at AED 400.

Webinar Proposals

Members are invited to submit proposals to deliver online presentations and webinars that are in keeping with Professional Learning interests 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, beyond BSME members, to extend the reach of Partners.

Opportunity to Submit a Proposal to Present at the BSME Annual Conference

The theme, keynotes and workshops for each BSME Annual Conference are driven by the Professional Learning needs of our senior leaders, as identified through various surveys, network meetings and educational trends. The Conference Programme addresses current educational issues and educational leadership, as well as supporting schools to meet expectations of educational regulatory bodies, including examination boards and inspection bodies. **Where we feel a Partner might be suited to deliver a keynote and/or workshop, in keeping with the theme and outcomes of the Annual Conference, proposal requests will be circulated to all Partners.** Proposals will be measured against the requirement criteria for each specific conference and we do not guarantee that all proposals will be accepted.

Other BSME Conferences

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

Logos and Names

BSME Partner membership requires the use of the Partner Member's company/organisation name and logo on the BSME website and, where applicable, on related marketing materials. Partner Members can use the BSME logo in the format provided by BSME, solely to indicate membership of the organisation. 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 for content submitted for inclusion on the BSME website, social media channels, newsletter, or any other platform offered by BSME, rests entirely with the Partner 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 copyright infringement of content they supply. BSME reserves the right to query content.

Sponsorship

Partner Members will be invited to bid for sponsorship of BSME Conferences and events. Sponsorship invoices must be paid within 30 days of issue, or 30 days prior to the event, whichever is sooner. Annual conference sponsorships must be confirmed by the last day of Term One (13 December 2024). 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 Designated Partner Account Holder must advise the company/organisation of the details of this document.