



## Terms and Conditions

### 1. Introduction

In these Terms and Conditions, references to “we” or “us” means BSA Group and references to “you” means the confirmed speaker/contributor. The “event” means the event, course or conference to which you have agreed to contribute.

### 2. About BSA Group

BSA Group comprises BSA (Boarding Schools’ Association), Sacpa (Safeguarding and Child Protection Association), BAISIS (British Association of Independent Schools with International Students) and BSAB Ltd (owner of schoolplaces.org). BSA Group champions excellence in boarding and safeguarding and delivers services for more than 1,000 organisations and individuals in 35 countries worldwide.

### 3. Engagement

As a speaker/contributor and active participant in the programme, you transfer to BSA Group the unrestricted right to the following:

Full name, job title, hi-res photograph, biography (approx. 150 words), topic information (session title and description) of the speaker and the name and logo of any affiliated company (if applicable) for the marketing and promotion related to the event. Promotion includes listings on the website, promotional emails, newsletters, promotional flyers, social media, and various other sources as determined by the BSA Group.

Distribution of the presentation and any associated materials/resources used during the event to participants.

The speaker/contributor agrees to provide BSA Group with the above listed information within the requested timeframe to ensure accurate publicity is produced and all necessary practical arrangements are made, along with your contact details and AV requirements.

If any of this information changes prior to the booked session, you agree to notify the BSA Group immediately.

### 4. Presentation consent

You agree to work with BSA Group, other speakers/contributors at the event, and supporting staff in the professional presentation of the event/session. You agree to limit your presentation to the topic and time agreed and come to the event with a professional presentation prepared.

Sales presentations shall not be permitted, and you will refrain from making promotional statements about your company and services unless this is explicitly agreed with the BSA Group beforehand.

You guarantee that the contents of your presentation, supporting documents, and information provided for publicity are true and do not reveal confidential information, or in any manner infringe the rights of a third party. If case studies are used or information is submitted by a third-party organisation, you warrant that



you are entitled to use the information on the terms mentioned above. Where images of children have been included, you must ensure that the correct consents have been sought from parents or guardians.

## 5. Fees and expenses

You should notify BSA Group of your proposed fee, if applicable, in advance of confirmation to the engagement. This fee will be all inclusive unless we have agreed to reimburse expenses for travel and/or accommodation, in line with BSA Group's standard expenses policy. This will be decided on a case by case basis and at the discretion of BSA Group.

Invoices for speaker/contributor fees and expenses should be submitted to BSA Group within four weeks following the delivery of the event.

BSA Group reserves the right to withhold payment if the speaker/contributor brings BSA Group, or any of its members, into disrepute or if the speaker/contributor delivers incorrect content against the agreed brief.

## 6. Cancellation

Your participation in the event is an important contribution and will link significantly to its success. Participants and potential participants rely on the promotional materials that announce your participation. You agree that you will only cancel your participation due to external circumstances beyond your control. Should you need to cancel your attendance for the above reasons, please inform BSA Group immediately. In the event of a cancellation on your part, no fee will be payable. It is helpful if you suggest another speaker from your company with the same experience and comparable position, however, we reserve the right to appoint replacement speakers. In no case shall a replacement speaker be sent without our prior consent.

BSA Group reserves the right to cancel the event, change the date, venue and/or the programme, with the result of the cancellation of participation of speakers or a change in the date or time of their participation. In the event of cancellation, BSA Group is not liable for any expenses incurred by the speaker. You will be informed as soon as possible regarding any change to the event programme, or cancellation of the event.

In a situation where the event is cancelled by BSA Group, the following terms will apply:

- If BSA Group cancels more than 14 working days in advance, no fee will be paid
- If BSA Group cancels between eight and 14 working days in advance, 10% of the speaker's fee will be paid
- If BSA Group cancels seven working days in advance, or less, 100% of the speaker's fee will be paid.

## 7. General

No waiver by BSA Group or any of its rights under these Terms and Conditions shall be effective unless it is expressly stated to be a waiver and is communicated to you in writing.



If any provisions of these Terms and Conditions are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such provision will to that extent be severed from the remaining provisions, which will continue to be valid to the fullest extent legally permitted.

These Terms and Conditions represent the entire agreement between you and the BSA Group in relation to the event and supersede any prior agreement, understanding or arrangement between us, whether oral or in writing.

These Terms and Conditions and your application placed under them are governed by English law and shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.