



## Terms & Conditions for Training Providers

The following arrangements will apply to the providers of sessions at our Training Day, which is to be held on Wednesday 6<sup>th</sup> June 2018. The proposed venue is a return to Lydiard House, near Swindon.

**Remuneration:** INCOSE UK will charge delegates an appropriate rate for attending to provide a presentation room, catering, and pay the presenter(s) an honorarium at the rate below. This remuneration is designed to contribute to expenses and cover the cost of preparation and provision of course materials etc.

For each full day training session, the sum of £80.00 per head will be paid for the first ten paid registrants and £60.00 per head for each additional paid registrant. Rates are quoted ex VAT.

Remuneration will be calculated after the event based on actual attendance figures. Where the remuneration is claimed through a VAT registered company, we will require a VAT invoice, otherwise we will simply remit the remuneration (ex VAT) by cheque payable to the lead presenter. Alternatively, presenters may opt to credit their remuneration against the costs of registration at ASEC 2018.

**AV and Course Materials:** It is recommended that presenters bring their own computers, but projection equipment and flip charts will be provided at the venue. The training provider is responsible for ensuring that sufficient copies of any course material are provided for the number of delegates booked, with some contingency for late bookers. INCOSE UK reserves the right to charge for any additional facilities requested by the presenter.

**Confirmation of Session:** A minimum of six participants will guarantee that a training session goes ahead, however lower numbers may be acceptable subject to agreement between INCOSE UK and the provider. Training providers will receive confirmation that their session is running at least two weeks prior to the event. Participants on a withdrawn session will be offered places on any remaining sessions that are not fully subscribed. INCOSE UK will endeavour to provide the most up to date information possible through the Events Organiser, Emma Jane Taylor at [events@incoseonline.org.uk](mailto:events@incoseonline.org.uk).

**Catering:** Refreshments and lunch for the training day are provided free of charge for up to **two** session presenters. Additional presenters will be charged £30.00 (plus VAT) for the refreshment/lunch package, which will be deducted from the remuneration payment. Overnight accommodation and other meals **are not** provided by INCOSE UK. Travel costs will be borne by the training provider.

**Registration:** Presenters must be identified to the Events Organiser to allow us to identify all participants, issue a comprehensive attendee list and determine the catering requirements.

**Please sign and return the form overleaf to confirm your agreement to the terms above and your commitment to providing the training session as described in your Training Proposal.**

**Queries:** If you have any queries about these terms and conditions, the venue, facilities, or booking, these should be addressed to the Events Organiser, Emma Jane Taylor at [events@incoseonline.org.uk](mailto:events@incoseonline.org.uk).



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### Agreement To Provide a Training Session for INCOSE UK

I / We agree to present a whole day training session at the INCOSE UK Training Day on Wednesday 6th June 2018 in accordance with the Terms & Conditions for Training Providers overleaf. The content will be as described in my / our Training Proposal.

Title of Training Session .....

Presenter Name ..... Company .....

Name(s) of other presenters .....

Contact Name (if different from above) .....

Contact Details:

Address .....

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Telephone..... Email .....

Please return this form to the Events Team, INCOSE UK 2018 Training Day Organiser at [events@incoseonline.org.uk](mailto:events@incoseonline.org.uk).