



## Professional Development PL Event terms and conditions

### STANDARD TERMS AND CONDITIONS

All events (online or in person) are available on a first come, first served basis. Bookings can be made via our website ([www.sls-scotland.org.uk](http://www.sls-scotland.org.uk)) – which is the preferred method of booking.

We will confirm receipt of your booking (please note that this does not guarantee the event will go ahead. This **does not** apply to SLS Annual Conference.

You will receive your full confirmation approx 10 days prior to any in person events. In the event of **NOT** receiving full confirmation please contact the SLS office on 0141 404 2792 or [info@sls-scotland.org.uk](mailto:info@sls-scotland.org.uk)

We would advise that you do not make travel or your own accommodation arrangements until you receive confirmation the event is going ahead.

Invoices will be emailed to the appropriate place immediately following the event. **Payment should be made within 30 days from the date on the invoice.** The fee for online events covers the cost of your attendance, a link to the recording of the event and any accompanying documents we have been given permission to share. The fee for in person events covers the cost of lunch & refreshments throughout the day and also any documents we have been given permission to share.

### CANCELLATIONS AND CHANGES TO EVENTS

We reserve the right to amend the event programme where circumstances dictate.

We take the health and safety of all delegates, speakers, staff and other participants as our number one priority. We reserve the right to make changes to the programme of event at any time to ensure compliance with the latest risk assessment and public health.

We reserve the right to cancel or postpone events when viable numbers are not reached and will endeavour to arrange alternatives dates/venue wherever possible. Should the event be cancelled due to the main speaker being indisposed, we will rearrange the event and notify delegates.

You will be contacted at the earliest possible time if, for any reason, we need to cancel or postpone the event.

### BOOKING CANCELLATION POLICY

By booking venues and speakers, we are committed to a certain level of cost and therefore there is a need to implement a cancellation policy. **By making a booking for any of our events you are agreeing to our terms and conditions.**

Cancellation fees are based on the length of notice given and the type of event.

**ALL CANCELLATIONS/CHANGES MUST BE CONFIRMED IN WRITING** (by email – [info@sls-scotland.org.uk](mailto:info@sls-scotland.org.uk) or through the proper event cancellation procedures for online events)

Within 14 days of event cancellation: 50% charge

Within 7 days of event 100% charge

#### Residential Events ie Annual Conference

Within 10 weeks of conference 25% charge

Within 6 weeks of conference 50% charge

Within 4 weeks of conference 100% charge

Should there be a change in your attendance duration at Conference it is advisable to contact us as soon as possible.

## DELEGATE SUBSTITUTIONS & TRANSFERS

If the original delegate is unable to attend one of our events, a substitute delegates can attend in their place at no additional charge. Please confirm the change of details by email at the earliest opportunity and we will update our information.

We are unable to transfer bookings from one event to another. This will be subject to cancellation charges outlined.

## CANCELLATION OF IN PERSON EVENTS DUE TO ADVERSE WEATHER CONDITIONS

We will endeavour to run all events as advertised and will inform you if they cannot proceed due to bad weather.

If you are unable to attend due to weather disruption, please contact us as soon as possible. If the event does go ahead we will regard this as non-attendance and therefore cancellation fees will apply. Should the event be cancelled by SLS following a risk assessment due to weather conditions, we will reorganise. No charge will be made until the event eventually takes place.

We are not able to refund any travel or accommodation costs incurred by you (or your school) should arrangements be made and the event is subsequently cancelled or postponed.

## TECHNICAL ARRANGEMENTS

Whilst every effort will be made, we are not able to guarantee that the webinar broadcast will be free of technical issues and cannot be responsible for the ability of any individual technical set-up and equipment of individual delegates to be able to access video, audio on slides.

Please check your [system requirements](#) before you make your booking. Failure to meet the technical requirements for which the delegate is responsible does not release the delegate from the contractual obligation to pay.

## LEARNING OUTCOMES

SLS is not liable should any of the content, quality of presentation or learning outcomes fail to meet your particular expectations. We intend to produce content to meet the needs of a varied audience and this may not always meet specific needs.

Furthermore, answers to questions and other details provided are for general information purposes only and do not constitute legal or professional advice. They represent SLS's views or the view of the presenter where the presenter is not a SLS employee, but you rely on them at your own risk. For specific advice relevant to your particular circumstances, please contact your employer's HR service or legal advisers.

## PRIVACY POLICY

The personal information you provide us with when booking a webinar is held in SLS's secure server and will be utilised for the sole purpose of processing your webinar booking. Our privacy policy can be found [www.sls-scotland.org.uk/privacy-notice/](http://www.sls-scotland.org.uk/privacy-notice/)

You will also need to enter your credentials (name and email address) in the TEAMS portal in order to access the live webinar or recording.