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# ISCVE Training Venues

## Terms and Conditions

### 1. Course Bookings

Written confirmation of a training course date and required facilities between the ISCVE and the venue management, constitutes a contract between the two parties.

### 2. Course Title

Any course organised by the ISCVE will be marketed and advertised as an ISCVE course, although the venue owner will always be credited.

### 3. Access Limitations

If the venue has any limitations for access or a limit to the number of delegates or any other restrictions, the venue management shall inform ISCVE at or before the time of the contractual agreement.

### 4. ISCVE Banners

ISCVE require the facilitation of at least two pull-up banners approximately 2 x 1metre each to be deployed in the room where the course is to be run. ISCVE will supply these banners.

### 5. Parking Limitations

ISCVE need to be informed at the time or prior to a contractual agreement of any restrictions to the parking for delegate's or presenter's cars at the venue or in the streets surrounding the venue.

### 6. Audio Visual

ISCVE require the provision of a projector and screen or suitably large TV screen for the projection of the presentation. It must be accessible from an output from the presenters laptop.

ISCVE require the provision of speech and sound reinforcement within the training room if there is any possibility that the presenter cannot be heard by all those present.

Any specific AV connection requirements need to be confirmed with the ISCVE presenter at least 7 days before the date of the training course.

## **7. Intellectual property rights and copyright**

All materials used for the course, including course notes, graphics, text and design, are the intellectual property or copyright of the ISCVE Ltd and must not be reproduced, copied, uploaded or linked without the prior written agreement of the ISCVE.

## **8. Venue Representation**

ISCVE welcome an introduction to the venue from the management of the venue, prior to the start of the course.

The venue management is welcome to show delegates around their premises if desired and are welcome to display or demonstrate their company products to the delegates during the lunch break. However, it is important to remember that the training course itself is not product specific and ISCVE require the venue management to respect this.

## **9. Refreshments**

ISCVE request that the venue management provide basic refreshments of tea, coffee and water to the course delegates.

Normally this will be provided on their arrival and during the lunch break. Lunch can either be arranged by ISCVE or charged back to ISCVE on acceptance of a formal quote.

## **10. Course Cancellation**

ISCVE reserves the right to change, cancel, or reschedule courses when necessary.

ISCVE will not be held responsible for any direct, or indirect expenses, or for any loss of time, earnings or business that could be incurred should the decision be made to cancel or postpone any course or event.

#### **11. Data Protection**

The ISCVE is bound by the UK Data Protection Act 1998 to keep any information supplied by the attendee safe and no data will be made available to any third party other than for the purposes of processing a payment.

#### **12. Data Collection From Delegates**

The venue management are welcome to collect name and company contact details from delegates should the individual delegate agree to this. The delegates must not be coerced into giving this information should they be unwilling to do so.