

## How do we create opportunities for all through TVET?

14 – 16 June, London, UK

### **Terms and Conditions (“Terms and Conditions”)**

In these Terms and Conditions:

“**British Council**” means the British Council incorporated by Royal Charter and registered as a charity (under number 209131 in England & Wales and number SC037733 in Scotland), with its principal office at 10 Spring Gardens, London, SW1A 2BN, operating through its local office at 17, Kasturba Gandhi Marg, New Delhi 110 001.

“**Fees**” means the fees payable by the Participant to attend the Seminar as set out by the British Council. This includes

#### **1. Self-managed visit: (Registration Fee – INR 21,000)**

- registration fee for participation at the seminar on 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> June 2017
- lunch as provided during the conference from 14th-16th June and one networking dinner

NOTE - any other costs/expenses are not included in the fee.

#### **2. British Council sponsored visit: (Registration Fee - INR 1,40,000)**

- registration fee for participation at the seminar on 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> June 2017
- lunch as provided during the conference from 14th-16th June and one networking dinner
- accommodation (near seminar venue) in a four star hotel for three nights (13th, 14th and 15th June 2017)\
- breakfast from 14<sup>th</sup>-16<sup>th</sup> June 2017

NOTE - any other costs/expenses are not included in the fee.

“**Last Payment Date**” has the meaning given to it in clause 3a. The payment has to be made to British Council India through draft, cheque or NEFT transfer.

“**Participant**” means the individual attending the Seminar as set out on the Registration Form.

“**Registration Form**” means the online registration form which Participants must complete in order to attend the Seminar.

“**Seminar**” means the British Council’s Skills policy dialogue in 2017, taking place in London from 14 – 16 June 2017.

“**VAT**” means value added tax or any national equivalent.

**Booking procedure and eligibility:**

1a. By submitting the Registration Form, the Participant is offering to book a place for the Seminar subject to these Terms and Conditions. These Terms and Conditions will become binding on the Participant and the British Council once the British Council issues its booking confirmation to the Participant.

1b. The Seminar is intended for international policy makers, national leaders and practitioners in education acting in their professional capacity.

1c. The British Council reserves the right, without giving reasons, to cancel or refuse any application from anyone who is deemed not to fall within the categories referred to in clause 1b. The decision of the British Council will be final.

1d. The British Council reserves the right to revise these Terms and Conditions in accordance with any changes in relevant laws and regulatory requirements and the British Council will use its reasonable endeavors to give each confirmed Participant at least one month's notice of any changes to these Terms and Conditions before they take effect.

**Changes in Seminar Programme:**

2a. The British Council will use its reasonable endeavors to follow the Seminar Programme as advertised. However, the British Council reserves the right to change the Programme at short notice (including the guest speakers and the times of their presentations). In the unlikely event that the British Council needs to change the location of the Seminar to a different area of the UK, it will give the Participant as much notice as possible. In the event that any such changes are made, the British Council will not be liable to refund any Fees paid.

2b. The views expressed by external speakers are theirs alone, and do not necessarily represent the views of the British Council. The British Council does not extend or express any warranties or representations as to the quality and/or accuracy of the content of presentations given, or information supplied, by the external speakers.

**Payment and pricing:**

3a. Full payment of the Fees must be paid by **10 May 2017** ("**Last Payment Date**").

3b. The British Council reserves the right, at its sole discretion, to refuse to accept any Participant who has not paid their Fees by the Last Payment Date.

3c. In the event that the British Council is funding, or part-funding, a Participant's Fees, payment will be through the relevant British Council overseas office and that office will handle all payments (whether full or in part).

3d. The British Council is not liable for bank charges or any other costs incurred by the Participant in attending the Seminar. Bank charges must be paid by the Participant.

3e. International Participants making payments outside of the UK are responsible for checking with their local British Council representative regarding local taxes that may be incurred when paying in GBP. All taxes must be paid by the Participant or its organization.

**Accommodation:**

4a. The British Council will arrange accommodation for the Participant at a four star hotel for three nights (13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> June 2017) in the location(s) of the Seminar Programme.

**\*Visa:**

Participant is responsible for completing the Visa process on his own.

British Council does not guarantee a confirmed Visa for the participant. We will only issue a visa facilitation letter to you that will help you during your visa application.

For visa applications, you may visit the following website: <https://www.vfsglobal.co.uk/india/>. You can apply for a **standard visitor's visa**.

It is good to keep a buffer time of approx. 20-25 days for processing time of visa applied through the normal route. It is possible to speed up the process, but a higher fee will apply and maybe restricted to those who have visited the UK before. *Please note that visa and passport fees are not included in the delegate fee.*

**Cancellations and substitutions:**

5a. Cancellations by the Participant must be confirmed in writing and sent to:  
[Sheena.Cherian@in.britishcouncil.org](mailto:Sheena.Cherian@in.britishcouncil.org)

5b. Subject to clause 5c, where the Participant cancels its booking in writing in accordance with clause 5a at least 5 weeks before the first day of the Seminar and the Participant has at that time paid the Fees, the British Council will refund 50% of the full amount of the Fees. No refunds of the Fees are available where the Participant cancels their booking less than 5 weeks before the first day of the Seminar.

5c. Non-attendance at the Seminar without prior notice (in accordance with clauses 5a and 5b above) will not be considered cancellation and no refund will be paid.

5d. The British Council will use its reasonable endeavors to ensure that the Seminar proceeds as advertised, but it reserves the right to cancel at any time. In the unlikely event that the Seminar is cancelled by the British Council (other than as a result of events beyond the British Council's reasonable control which, for the avoidance of doubt, the British Council accepts no liability for repayment of Fees or otherwise), the British Council shall refund all Fees paid, at the time of cancellation, by the Participant. This shall be the extent of the British Council's liability to the Participant in respect of cancellation by the British Council and the British Council accepts no responsibility for travel, additional accommodation outside of the Programme dates or other costs which may have been incurred by the Participant.

5e. Substitution of Participants is possible, free of charge, by emailing:  
[Sheena.Cherian@in.britishcouncil.org](mailto:Sheena.Cherian@in.britishcouncil.org) at least two weeks prior to the commencement of the relevant Seminar, provided that the proposed substituted Participant is from the same organization as the original Participant (and meets the eligibility criteria of the British Council set out in clause 1b) and agrees to be bound by these Terms and Conditions.

**Photographs, filming and recordings:**

6a. The British Council may photograph video, film or record proceedings and attendees (including the Participants) during the Seminar. The British Council may use such photographs, videos, films or recordings for the purposes of producing Seminar materials (including transcripts, reports or summaries) which may be published or distributed in hard or soft copy or online or marketing or for the purposes of advertising future Seminars or events or publicizing the work and activities of the British Council (whether by means of promotional and publicity materials or programmes, publications, websites, electronic publications, social media or other means) without any payment or compensation being offered and without any request being made to the featured parties and each Participant hereby consents to any such media being used anywhere in the world by, or on behalf of, the British Council.

**Liability:**

7a. The British Council does not exclude or limit in any way its liability to the Participant for any death or personal injury caused by the British Council's negligence, any fraudulent misrepresentation by the British Council, or any liability which cannot be excluded by law.

7b. Subject to clause 7a, no liability is accepted by the British Council for:

- i. loss of or damage to property belonging to the Participant or anyone travelling with the Participant (for example, watches, jewelry, cameras or clothing); or
- ii. losses or additional expenses incurred by the Participant due to delays or changes in travel services, sickness, weather, strikes, riots, war, quarantine or any other cause beyond the British Council's reasonable control; or
- iii. any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses.

7c. Subject to clauses 7a and 7b, the British Council's total liability to the Participant in contract, tort (including negligence or breach of statutory duty) misrepresentation, restitution or otherwise arising under or in connection with these Terms and Conditions, or the Participant's participation in the Seminar, shall be limited to the amount of the Fee for that Participant.

7d. It is the responsibility of each Participant to arrange travel and medical insurance and any other appropriate insurance in connection with its attendance at the Seminar.

**Data Protection:**

8a. The British Council will use the information the Participant has submitted on the Registration Form together with other information provided on feedback questionnaires to organize the Participant's attendance at the Seminar and to administer and evaluate the success of the Seminar. Where the Participant has provided information relating to any specific needs, the British Council will only use this to ensure the equality of services provided and the Participant's safety. By submitting the Registration Form, the Participant consents to the British Council processing personal data about the Participant where this is necessary, for the purpose above.

8b. The British Council may publish a list of the names and organizations of all attendees at the Seminar in a booklet and/or Programme, which will be issued to all attendees. If the Participant does not wish its information to be published in this way, the Participant must inform the British Council by email to: [Sheena.Cherien@in.britishcouncil.org](mailto:Sheena.Cherien@in.britishcouncil.org) by no later than 14 days before the first day of the Seminar.

8c. The British Council would also like to contact the Participant by post and/or email with details of future events that the British Council may organize. If the Participant does not wish to receive this information, it should inform the British Council.

8d. Under UK Data Protection law, the Participant has the right to ask for a copy of the information the British Council holds on the Participant, for which the British Council may charge a fee, and the right to ask the British Council to correct any inaccurate information. More information about this is available from the Data Protection Team [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org) or the British Council's website [www.britishcouncil.org](http://www.britishcouncil.org)

**Access requirements:**

9a. If the Participant has any special access requirements, these should be notified to the British Council at the time of booking.

**Website links:**

10a. The Seminar and British Council websites may link to other websites and networking facilities provided for Participants. The content of these websites and facilities are maintained by their owners and the British Council accepts no responsibility or liability for such contents.

**General:**

11a. These Terms and Conditions shall be governed by and construed in accordance with English law and the parties irrevocably agree to submit to the exclusive jurisdiction of the courts of England over any dispute, claim or matter (including any non-contractual dispute, claim or matter) arising under or in connection with these Terms and Conditions or their subject matter.

11b. Each clause of these Terms and Conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining clauses will remain in full force and effect.

11c. The Participant will be expected to comply with these Terms and Conditions, the rules of the venues and any reasonable requests made by the British Council and/or the owners of the Seminar venues and accommodation. Failure of the Participant to do so will entitle the British Council to cancel or terminate the Participant's attendance at the Seminar with immediate effect.

11d. Nothing in these Terms and Conditions shall have the effect of granting or transferring to, or vesting in, the Participant, any intellectual property rights belonging to the British Council. The Participant agrees that it will not use the British Council's name or any trade-marks or logos in any way without the British Council's prior written consent.

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