

## Internal Events – BDA Training Events in the CED

*The British Dietetic Association Centre for Education and Development (CED) provides dietitians, dietetic support workers and others with quality-assured education programmes of relevance to dietetics and nutrition.*

The Centre provides the focus for the development of educational programmes suited to the changing needs of dietitians and dietetic support workers, and plays a major role in supporting the members to meet the likely demands of the HPC, employers and the expectations in patients now and in the future.

Events are hosted at franchise centres around the country. Groups of 10 – 30 dietitians attend each course.

### Industry Partnerships:



*Organisations offering products and services of interest to delegates can participate via the following special package:*

*£425 + VAT per day (Limited to 2 companies per day)*



- > Display stand in refreshment area (small pop up stand, max 2m x 2m).
- > One delegate place included, worth £120.00 for non-members, plus one pass to manage the display.
- > Possibility of including product sampling / demonstration in the course (approval from course tutor required)

Sponsorship will be acknowledged in slides used by the facilitator of the day, in Dietetics Today and in the BDA's annual report.

### Booking Conditions:

- > The Industry Partner must contact the British Dietetic Association (BDA) by phone or e-mail to discuss availability of the desired package before completing this Booking Form.
- > The package above will be held for a 7 day period to allow time for receipt of the completed Booking Form. The package will automatically be released should the form not be received by this time.
- > On receipt of the Booking Form, a confirmation letter and invoice will be forwarded by the BDA. Full payment will be required one month after invoice issue date or prior to the event, whichever is less. Failure to comply with this condition will result in the stand being released to other interested parties.
- > All cheques to be made payable to the British Dietetic Association and crossed A/C Payee. All cheques must be drawn on a United Kingdom Bank in Pounds Sterling. BACS payments can be accepted with a remittance advice. Bank details can be found on the invoice to follow.
- > Cancellation by the Industry Partner after the invoice issue date carries a 100% cancellation fee. Cancellations must be received in writing and acknowledged by the BDA.
- > Industry Partners may have access to the CED to construct the display at least one hour prior to the delegate registration time. All materials should be removed from the CED after the close of the event.
- > The BDA reserves the right to relocate any display within the CED areas for any reason.
- > The Industry Partner will be provided with a 2m x 2m space as detailed on the Booking Form. It is the Industry Partners' responsibility to ensure that exhibits (such as pop-up stands and banners) fit within the confines of the space.
- > If refrigeration or kitchen facilities are required, this will require prior agreement with the BDA and we cannot guarantee that such facilities will be available.
- > Industry Partners will not be permitted to display exhibits outside the limits of the space booked above, or in such a way as to affect the displays of neighbouring Industry Partners or obstruct gangways or fire exits.
- > The BDA reserve the right to inspect all displays. Exhibits which do not satisfy the BDA shall be modified forthwith or may be removed at the expense of the Industry Partner.
- > Whilst every reasonable effort will be made to provide a secure environment for the display, the BDA can be held responsible for the theft of Industry Partner's goods or assume responsibility for damage to property.
- > The Industry Partner agrees take reasonable care not to damage the fabric of the CED by the use of inappropriate adhesive for mounting posters. The Industry Partner will be liable for any damage to the CED.
- > The Industry Partner agrees to abide by any regulations and instructions for dealing with emergencies imposed by the BDA or the facility manager of the building.
- > The BDA will not be held responsible if for any reason outside their control the training course does not commence or has to be curtailed early.
- > Cancellation or postponement of the training course will be advised to the Industry Partner in writing 14 days prior to the event date. In the case of cancellation, a full refund will be made to the Industry Partner. In the case of postponement, the booking will be automatically moved forward to the new event date and no refund will be made unless requested.
- > Neither the BDA nor the building managers will be held responsible for any personal injury to Industry Partners or their staff whilst in the booked display area. Neither will they be held responsible for loss or damage to exhibition equipment. It is the responsibility of each Industry Partner to arrange their own insurance to cover such eventualities.
- > The BDA will not be held responsible for their inability to accept a booking for this course due to it being oversubscribed.
- > The BDA reserves the right to refuse any application or prohibit and Industry Partner from participating.



## INDUSTRY PARTNERSHIPS WITH THE CED

Please complete and sign this form, returning it to  
**Jo Lewis, Partnerships & Sponsorship Officer, Fax: 0121 200 8081 E-mail: [j.lewis@bda.uk.com](mailto:j.lewis@bda.uk.com)**  
5<sup>th</sup> Floor, Charles House, 148/9 Great Charles Street, Queensway, Birmingham, B3 3HT

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No \_\_\_\_\_

Fax No \_\_\_\_\_

E-mail \_\_\_\_\_

Contact \_\_\_\_\_

Position \_\_\_\_\_

Course Title \_\_\_\_\_

Date \_\_\_\_\_

Price \_\_\_\_\_

Purchase Order # (if required) \_\_\_\_\_

By signing this agreement, the Client agrees to the booking conditions and agrees to pay the British Dietetic Association the price detailed below. The British Dietetic Association will invoice the Client on receipt of this agreement and the Client must ensure payment is made prior to the event date.

Signed (on behalf of the Client) \_\_\_\_\_

Name (in BLOCK CAPITALS) \_\_\_\_\_

Date \_\_\_\_\_

### NOTES:

- > The package includes a 2m x 2m space for a table top display (table to be provided by CED). The height restriction for display stands which sit on tables is 1.50m. Stand alone displays may be restricted by the ceiling height.
- > The BDA's Business Support Officer, Laura King, will assist you with any logistical queries regarding the booking and will provide you with a delegate booking form to confirm the name of your delegate.
- > On receipt of this booking form, the BDA will forward an invoice. Full payment will be required either one month after the invoice issue date or prior to the event, whichever is less.
- > Please ensure you read and agree to the Industry Participation at CED Training Events Booking Conditions before submitting this booking form.