

**ELITE EVENTS
MEMORANDUM OF UNDERSTANDING**

[Name of recipient Date
Title
Organisation
Address]

Dear [name of recipient]

[Event title, date, times and location]

On behalf of the BCS ELITE Committee, I am pleased to confirm that we will promote the above event to ELITE members; nominate an event chair to represent ELITE; and permit [name of organisation] to use the ELITE logo on its promotional materials for the event.

1. In return, we ask that you:

- a) only use the ELITE logo in connection with promoting the event prior to and during the event;
- b) do not claim any other association with ELITE, nor state or imply any endorsement by ELITE of any of your products, services, or organisations or people representing or associated with you;
- c) do not recharge any costs you incur to ELITE nor cause ELITE to incur any costs or liabilities without the explicit written permission of the undermentioned officer of ELITE prior to incurring them;
- d) if appropriate, provide the following to the event chair at least 60 days prior to the event:
 - i. brief biographical and contact details of your speaker(s);
 - ii. a written outline of the material to be presented; and
 - iii. your AV requirements (which ELITE will endeavour to arrange but if ELITE cannot, you will supply them at your cost);
- e) if appropriate, provide the event chair at least 7 days before the event with an electronic copy of all slides and recordings which are to be used at the event;
- f) acknowledge that ELITE reserves the right, at its sole discretion to make changes to the event and, if appropriate, speakers and presentations and to cancel participants and the event without giving any reason;
- g) give the ELITE logo equal prominence with your logo on all your publicity for the event, include in it a brief description of ELITE as supplied by the event chair and provide the material to the event chair before using it publicly;
- h) provide the event chair, within 7 days after the event, with an electronic copy of all material projected, played and distributed by you at the event and permit ELITE to make it available to all of its members and others;
- i) have no more than three of your representatives present at the event, including your speaker(s), all of whom, throughout the event, will wear badges clearly identifying themselves as your representatives;
- j) only distribute business cards to those members of the audience who ask for them;

ELITE EVENTS
MEMORANDUM OF UNDERSTANDING

- k) if ELITE members are charged to attend the event, pay BCS the non-BCS member charge for each of your representatives who is enrolled on the event or the BCS member charge if he or she is a member of BCS;
- l) ensure attendees enrol on the event through the ELITE registration system and only people who have been confirmed by ELITE or BCS as having a place may attend the event;
- m) ensure your speaker(s) rigidly keep to the time slot(s) allocated by the event chair for presentation(s) and answering questions;
- n) ensure your presentation(s) and materials distributed at the event contain nothing of an offensive, derogatory or illegal nature and/or which infringes any person's privacy or security;
- o) sign and/or get others to sign such documents as ELITE might require in order to secure necessary permissions for recordings and using copyright materials;
- p) confirm that you have obtained all required authorisations to use material in which any other party has intellectual property rights and that all sources and ownership of such material will be identified on the material and all claims for infringement brought against either you or ELITE will be dealt with solely at your liability;
- q) agree to comply with the house rules and regulations, e.g. health and safety, which are applicable to the venue where the event is to be held; and
- r) remove all equipment and materials which you bring to the event immediately the event ends.

2. It might be helpful if you are aware that:

- a) you have been invited to address the event solely on the basis that you will present and discuss topics of interest to ELITE members and that it is not an opportunity for you to seek any commercial relationship with any party;
- b) ELITE may engage other speakers to address the event who might be your commercial competitors and/or might have opposing views (you will not be able to veto any other speakers and/or topics discussed);
- c) ELITE will be under no obligation to reveal to you the identity and/or affiliation of any other speakers at or anyone attending the event (ELITE will not provide you with their names and contact details);
- d) the sequence in which speakers are to address the event will be at ELITE's sole discretion and may be changed without notice;
- e) ELITE may cancel the event and/or change any aspects of the event, including catering arrangements, at any time without reason and/or without notice;
- f) you will need to pay your own costs and expenses in promoting and participating in the event and you will receive no payment from ELITE for your participation or for any other reason;
- g) all participants in all ELITE events will be determined solely by ELITE;
- h) ELITE anticipates that at least 75% of the event audience will be comprised of ELITE members; any customers and prospects whom you invite must fulfil the minimum criteria for membership of ELITE;
- i) ELITE may inform its members of any failures of you to comply with this letter;

**ELITE EVENTS
MEMORANDUM OF UNDERSTANDING**

- j) ELITE may record and/or summarise your contribution to the event and you consent to ELITE distributing, whenever and in whatever form determined by ELITE, copies of recordings and materials used and/or distributed at the event and such summaries as ELITE wishes, ELITE shall be under no obligation to distribute any such materials;
- k) you may, at the event, provide members of the audience with a printed summary of your presentation(s) and a single page about your organisation and its products and services prepared especially for the event but you must not distribute any sales materials nor any other information which is confidential to any party; and
- l) you agree to communicate with the BCS and/or the ELITE Committee about this event through the event chair.

Nothing in this document is to be construed as establishing any form of partnership between the parties to it.

If you are happy to agree to the above please sign the acknowledgement below, pdf it and return it to me at [email address]. Otherwise, please contact me with any queries which you might have and I would be pleased to consider them.

On behalf of the ELITE Committee

Signature.....
Name.....
ELITE Committee Office held.....

Agreed on behalf of [organisation]

Signature.....
Name.....
Title.....
Date.....