

Terms and Conditions for Partners 2026-27

Privacy Policy

Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members in line with GDPR, DPA and our own Privacy Policy available to view [here](#). Following the introduction of Data Protection Laws in the UAE, BSME reserves the right to amend these Terms and Conditions once the applications of the new laws for companies registered in free zones are clear.

Payment of Membership Fee

The Partner agrees to pay the membership fee within 30 days of the receipt of the invoice. Membership Fees are non-refundable. Membership is activated and benefits become available once payment has been received into the correct bank account along with all relevant paperwork by BSME. Payment terms for 'Add-ons' may differ; these will be activated upon receipt of payment.

Annual membership fees are invoiced in Emirati Dirham (AED) and paid into BSME's Dubai-based bank account. The published membership fees do not include VAT or Withholding Tax. Where BSME is required to comply with VAT or Withholding Tax requirements by local tax authorities, VAT or Withholding Tax will be added to invoices.

N.B. Partners are responsible for all related transfer fees and bank charges. This can be done by indicating that the sender will be responsible for all charges or your bank may require you to tick the "OUR" box on the payment form. BSME cannot predict bank or intermediary bank charges.

Membership Fees & Renewal Policy

Membership renewal notifications will be sent to the primary account holder's email address, with a follow-up reminder issued one month before the renewal deadline. Partner renewals are due **before 30 September** each year. After this date, BSME will assume non-renewal, and membership will be automatically cancelled.

The membership fee for the 2026-27 academic year is **AED 6,215**.

- Partners joining prior to the Annual Conference in Term 2 will pay the full fee of **AED 6,215**.

- Partners joining after the Annual Conference and before the end of Term 2 will pay a reduced fee of **AED 4,143**, valid through to the end of Term 3.
- Partners joining during Term 3 will pay a fee of **AED 2,072**. This amount only covers the remaining weeks of the current academic year.
- Membership applications received between 15th June and 31st August will be activated at the start of the new academic year on 1st September.

Duration

The membership year runs from 1st September to 31st August.

Obligations

BSME considers the company/organisation as the Partner and not any individual employee of the company/organisation. The Partner must provide a minimum of two email addresses when creating the member account; these will be the primary contacts for BSME communications. Additional contact details for all relevant staff of the Partner can be provided for the BSME mailing list. The Partner must inform BSME of any changes to the account holder email address/es.

The Partner can use their membership to promote their organisation and the business category identified in the membership application only. Promotion of any other business categories requires an additional membership. Membership benefits or status do not apply to third-party affiliate or collaborative parties.

Changed Terms

BSME may amend the Terms and Conditions of Partner membership at any time. Any amendment/s is/are effective immediately and will be published on the BSME website, with the effective dates on the Terms and Conditions page of the BSME website.

Code of Conduct

The Partner accepts responsibility to make every effort to ensure that BSME is not brought into disrepute by the actions of its employees or individuals or groups associated with the BSME Partner.

Information provided by the Partner for promotion should be accurate and must not include criticism of, or disparaging comparisons about, BSME or other BSME members.

Force Majeure

- BSME is not liable for failure to fulfil obligations if such failure is as a result of Acts of God (including but not limited to fire, flood, earthquake, storm, hurricane or other

natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction or decree, blockage, embargo, labour dispute, strike, lockout, epidemic or pandemic, or interruption or failure of electricity or telephone service.

- If a confirmed Professional Learning event/Annual Conference is cancelled by BSME, full refunds, including bank charges, will be paid unless the cancellation is due to force majeure.

Annual Conference

- The delivery date and fees of an Annual Conference will be shown at the time of booking.
- Annual Conference fees are not included in membership fees.
- The maximum number of exhibitors per table at the Annual Conference is two (subject to the size of the table booked). BSME reserves the right to limit the number of exhibitors and/or attendees.
- The BSME Annual Conference is a member-only conference. Non-members cannot exhibit or attend.
- Members with outstanding membership or event fees must settle all amounts due before becoming eligible to attend or exhibit at the Annual Conference.
- BSME reserves the right to cap attendance at the Annual Conference for specific categories of membership eg. Recruitment, Activity Providers, where numbers are high. These spaces will be allocated on a first-come, first-served basis.
- Members should note that the booking is only confirmed once payment has been received. If payment is made via a Bank Transfer, proof of payment must be sent to accounts@bsme.org.uk.
- Booking details can be amended up to 14 days before the start of an Annual Conference; after this, member places are non-transferable; membership@bsme.org.uk must be contacted to make any booking amendments.
- Notification of cancellation must be received by email to membership@bsme.org.uk no later than 30 days before the start date of the Annual Conference. Cancellations received after this deadline, or failure to attend the Conference, will result in the full conference fee remaining payable and non-refundable.
- Cancelled Annual Conference bookings will be refunded at the valid amount received by BSME, (less any bank charges, non-refundable costs accrued and an administration fee of 10% of the invoice). Refunds will be made up to 28 days after the Conference end date. It is the responsibility of the member to provide BSME with bank details, including Swift Code and IBAN, in order to process the refund.
- The Annual Conference fee is fully payable in the event of a no-show.
- If applicable, VAT or Withholding Tax will be charged.
- BSME is not liable for any loss or injury during the event.
- Any changes to the event will be communicated to attendees via email to their registered address.

Email: ceo@bsme.org.uk Website: www.bsme.org.uk

BSME FZE, DSO HQ, D-309, Dubai Silicon Oasis, Dubai, UAE

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- Members are responsible for making their own travel arrangements and travel decisions and should review all applicable government travel advice before travelling.
- Members are responsible for obtaining appropriate travel insurance and are strongly advised to book refundable travel arrangements where possible.
- Changes to travel advisories, warnings, restrictions or recommendations issued by any government, regulatory body or public authority, including advice against travel or against all but essential travel, shall not entitle a member to cancel their participation or receive any refund, credit, transfer, postponement, compensation or other remedy.
- If the event proceeds as planned, conference fees will remain payable and non-refundable, regardless of any travel advisory, warning, restriction or recommendation that may affect an attendee's ability or decision to travel.
- BSME reserves the right to cancel, postpone or amend any Professional Learning Conference due to insufficient registrations, force majeure events or circumstances beyond its reasonable control. BSME will endeavour to provide reasonable notice in such circumstances.
- BSME shall not be responsible for any travel, accommodation or other associated costs incurred by members in connection with attendance at a Conference, including costs arising from cancellation, postponement or amendment of the Conference.
- Only pre-registered members will be granted access to the Conference.
- Any amendment or cancellation should be emailed to membership@bsme.org.uk

Professional Learning Conferences

- Exhibitor/attendance fees are not included in membership fees.
- The maximum number of exhibitors per table at PL conferences is two.
- Members attending BSME PL conferences are required to join our Partner Membership and book a table in order to attend the conference.
- Partners with outstanding membership or event fees must settle all amounts due before becoming eligible to book a table at a PL Conference.
- BSME reserves the right to cap the number of exhibitors at PL conferences. These spaces will be allocated on a first-come, first-served basis.
- Exhibitors should note that the booking is only confirmed once payment has been received. If payment is made via a Bank Transfer, proof of payment must be sent to accounts@bsme.org.uk.
- Notification of cancellation must be received by email to membership@bsme.org.uk no later than 30 days before the start date of the PL Conference. Cancellations received after this deadline, or failure to attend the Conference, will result in the full conference fee remaining payable and non-refundable.
- Cancelled PL Conference bookings will be refunded at the valid amount received by BSME, (less any bank charges, non-refundable costs accrued and an administration fee of 10% of the total invoice). Refunds will be made up to 28 days after the Conference end date. It is the responsibility of the member to provide BSME with bank details, including Swift Code and IBAN, in order to affect the refund.
- The conference fee is fully payable in the event of a no-show.
- If applicable, VAT or Withholding Tax will be charged.

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- Members are advised NOT to book travel and accommodation for attendance until their registration has been confirmed.
- BSME is not liable for any loss or injury during the event.
- Any changes to the event will be communicated to attendees via email to their registered address.
- Members are responsible for making their own travel arrangements and travel decisions and should review all applicable government travel advice before travelling.
- Members are responsible for obtaining appropriate travel insurance and are strongly advised to book refundable travel arrangements where possible.
- Changes to travel advisories, warnings, restrictions or recommendations issued by any government, regulatory body or public authority, including advice against travel or against all but essential travel, shall not entitle a member to cancel their participation or receive any refund, credit, transfer, postponement, compensation or other remedy.
- If the event proceeds as planned, conference fees will remain payable and non-refundable, regardless of any travel advisory, warning, restriction or recommendation that may affect an attendee's ability or decision to travel.
- BSME reserves the right to cancel, postpone or amend any Professional Learning Conference due to insufficient registrations, force majeure events or circumstances beyond its reasonable control. BSME will endeavour to provide reasonable notice in such circumstances.
- BSME shall not be responsible for any travel, accommodation or other associated costs incurred by members in connection with attendance at a PL Conference, including costs arising from cancellation, postponement or amendment of the Conference.
- Only pre-registered members will be granted access to the Conference.
- Any amendment or cancellation should be emailed to membership@bsme.org.uk

Marketing

Paid 'Add-ons'

Partners are provided with the opportunity to purchase paid 'add-ons'. This is limited in availability and will be released monthly. Partners will be emailed monthly with this opportunity which will be allocated on a first-come, first-served basis:

- Opportunity to purchase a 'Spotlight On' feature on social media. This will involve BSME highlighting a Partner on LinkedIn. Partners who purchase this add-on will be permitted one post priced at AED 600.
- Opportunity to purchase a 'Partner Pitch' feature on social media. This will involve BSME highlighting a partner's video/feature on LI. Partners who purchase this add-on will be permitted one post priced at AED 750.
- Opportunity to purchase a 'Feature Frame' slot to advertise your company on a full-page or quarter-page advert in our newsletter. Each issue includes space for two full-page and four quarter-page ads. Partners who purchase this add-on will be permitted one advert priced at AED 500 for a quarter page or AED 1500 for a full page.

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- The 'Add-ons' will not run in the month preceding the Annual Conference. Promotion during this period is reserved for Partners who sponsor the BSME Annual Conference.

Webinar Proposals

Members are invited to submit a proposal to deliver a pre-recorded webinar that is in keeping with Professional Learning interests identified by schools and/or dictated by relevant educational trends. Professional Learning webinars are open to the wider educational community, beyond BSME members, to extend the reach of Partners.

Opportunity to Submit a Proposal to Present at the BSME Annual Conference

The theme, keynotes and workshops for each BSME Annual Conference are driven by the Professional Learning needs of our senior leaders, as identified through various surveys, network meetings and educational trends. The Conference Programme addresses current educational issues and educational leadership, as well as supporting schools to meet expectations of educational regulatory bodies, including examination boards and inspection bodies. Proposal requests will be circulated to all Partners. Proposals will be measured against the requirement criteria for each specific conference and we do not guarantee that all proposals will be accepted.

Other BSME Conferences

Partner Members are invited to submit proposals to contribute to the variety of BSME Professional Learning Conferences in the academic calendar.

Logos and Names

BSME Partner membership requires the use of the Partner Member's company/organisation name and logo on the BSME website and, where applicable, on related marketing materials. It is the Partner Members responsibility to provide BSME with an appropriate logo and to notify us if this changes.

Partner Members can use the BSME logo in the format provided by BSME, solely to indicate membership of the organisation. The logo must not be amended (i.e. colours changed, text altered, proportions skewed) and should not be obscured by opposing imagery or colours. A full colour and white version of the logo will be provided to ensure the latter is avoided. If membership ceases the BSME logo should be removed from any website, stationery and marketing materials with immediate effect..

By submitting an application for Partner membership, the applicant confirms authority to use and distribute company/organisation content and the use or display of any information will not violate any laws, rules, regulations, or rights of third parties.

Content

The responsibility for content submitted for inclusion on the BSME website, social media channels, newsletter, or any other platform offered by BSME, rests entirely with the Partner Member. Material protected by copyright, trademark, or other proprietary rights cannot be included without the express written permission of the owner; it is the Member's responsibility to obtain said permissions. The Member will be liable for any damage resulting from any copyright infringement of content they supply. BSME reserves the right to query content.

Sponsorship

Any sponsorship opportunities will be sent to partner members by email and be available to view on the BSME website. Any signed sponsorships must be paid within the specified invoice timeframe or the sponsorship will be revoked and may be offered to other Partners.

Acceptance

Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members.

In line with UAE Data Protection Law, we will be processing the personal information you provide under Legitimate Interest.

BSME may arrange a photographer for our events with the intention of sharing appropriate images on social media and our website. By attending the event, we assume your consent to this unless you explicitly instruct us otherwise.

The Designated Partner Account Holder must advise the company/organisation of the details of this document.