

Schedule 7 – APIL in-house training courses

This schedule contains additional terms and conditions which apply to an APIL in-house training course ('the event') purchased from APIL by the Customer. This schedule forms part of the Contract.

Definitions

Booking Form

means the form which must be completed by the Customer and returned to APIL to book an Event which forms part of the Contract

Customer

means the firm who enters into a contract with APIL

Equipment

means laptops, projectors, flip charts, pens, paper, wifi connection, and any other items stipulated in the In-House Training Requirements document

Electronic Event Pack

means the electronic materials and documentation issued by APIL to Delegates for the Event

Delegates

means the individuals who are members of the Customer's staff, partners or directors of the Customer firm or other individuals who are otherwise employed by the Customer who attend the Event

Delivery Fee

means the sum charged by APIL for the presentation of the Event on the Event Date

Development Fee

means the sum charged by APIL for tailoring the Event to the Customer's specific requirements

Event

means the event, meeting, conference, convention, seminar, symposium or forum organised by APIL, regardless of whether it is virtual, in-person or hybrid

Event Date

means the date(s) set out in the Contract upon which the Event takes place

Hybrid Event

means an event that takes place, where Delegates can attend either virtually or in-person

In-House Training Requirements document

means the document which itemises APIL's requirements at the Event

In Person Event

means where Delegates physically attend the Event in person

Intellectual Property

means all training materials, course manuals, recordings, inventions, patent applications, granted patents, registered and unregistered designs, copyright works, trade marks and confidential information

Event Date

means the date that the Trainer actually provides the training

Record/Recording

means where a virtual or hybrid meeting is recorded, in order to be watched back at a later date

Trainer

means the individual who delivers the Event on behalf of APIL

Venue

means the location where the Event will take place

Virtual Event

means an Event that takes place remotely via Zoom, Teams or any other virtual platform

1. Payment

- 1.1 The Price for the Event is stated on APIL's booking form.
- 1.2 The Price includes:
- (a) Delivery fee
 - (b) Trainer expenses
 - (c) Up to 25 sets of Electronic Delegate Event Packs.
In the event that the Customer requires more than 25 sets of Event Packs, APIL reserves the right to charge an additional sum for each additional Event Pack.
 - (d) Courier fees (where appropriate).
- 1.3 The Customer may also be liable to pay a Development Fee, such fee to be agreed in writing between APIL and the Customer, which will be payable in addition to the Price referred to in 1.1 and 1.2 of this Schedule.
- 1.4 Payment of the Price in full must be sent to APIL with the Customer's booking form and in any event in accordance with clause 4 of the Main Contract Terms and Conditions.

2. Cancellation and variation by APIL

- 2.1 APIL reserves the right to cancel the Event. In the event of cancellation by APIL the Customer will be entitled to a full refund of the Price.
- 2.2 APIL reserves the right to arrange an alternative date for the Event. In such an event APIL will invite the Customer to attend an equivalent event, where available, at the same Price. Alternatively, the Customer will be entitled to a full refund of the Price.
- 2.3 APIL shall not be liable for any other loss or expense arising as a result of either the cancellation or variation of the event in accordance with clause 2.1 or 2.2 of this Schedule.

3. Cancellation by the customer

- 3.1 Subject to clause 2 and 13 of the Main Contract Terms and Conditions, the Customer may cancel the Contract, by giving written Notice to be received by APIL not later than the next cancellation date set out in 3.2.1 of this Schedule below.
- 3.2 In the event of cancellation by the Customer in accordance with 3.1 of this Schedule APIL shall be entitled to retain or (if not already paid) require payment forthwith of the Price due subject to the cancellation dates and charges listed in 3.2.1 below.
- 3.2.1 Cancellation dates and charges payable by the Customer
- (a) Initial deposit 25% of the Price which is non-refundable plus the appropriate cancellation fee set out in 3.2.1 (a) (i) – (ii):
 - (i) The Development Fee if the Contract is cancelled between thirty days and ninety days before the Event Date
 - (ii) 75% of the Price if the Contract is cancelled less than thirty days before the Event Date.

- 3.3 Notice of cancellation of this Contract must be made in writing to APIL and be received by APIL on or before the dates indicated in 3.2.1 of this Schedule above.
- 3.4 APIL will agree to the Customer's request for an alternative Event Date provided that:
- (a) the request is made in writing and received by APIL at least 11 (eleven) Business Days before the Event Date which is the subject of this Contract and
 - (b) the Trainer is available to deliver the Event on the alternative Event Date.

4 The Event

- 4.1 The Customer confirms that Delegates attending the Event are all members of its staff, partners or directors of the Customer firm or other individuals who are otherwise employed by the Customer.
- 4.2 The Customer must confirm the number of delegates viewing the Event at the time of Booking. Any additional delegates will be charged for, in line with APIL's Inhouse pricing structure
- 4.3 The Customer confirms that it will provide all necessary Equipment identified in the In-House Training Requirements document.
- 4.4 The Customer confirms that it will provide refreshments and/or lunch for the trainer and/or delegates as stipulated in the In-House Training Requirements document.
- 4.5 The Customer is not permitted to Record an event, unless otherwise agreed at the time of Booking (subject to an additional fee).
- 4.6 If an agreement has been made to undertake a Recording, this may only be shared with pre-registered Delegates, as outlined in clause 4.2.
- 4.7 Materials will be up-to-date on the date of delivery. If Recordings are agreed (at the time of booking), firms should check that particular Rules and Regulations have not changed since the date of delivery.

5 General

- 5.1 All Intellectual Property associated with the Event shall remain vested in the owner be it APIL, its Trainers or others identified within the Electronic Event Pack.
- 5.2 The Electronic Event Pack will be distributed to the Customer on the day prior to the Event (or sooner if this is available).
- 5.3 PowerPoint presentations will not be shared with the Customer.

6. Force Majeure

- 6.1 APIL shall not be in breach of this contract if there is any total or partial failure of performance by it of its duties and obligations under this contract occasioned by any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other cause beyond its reasonable control.

Conflict

- 7.1 If there is a conflict between the terms contained in this Schedule and the Main Contract Terms and Conditions, this Schedule shall prevail.