

## Advertising or Sponsorship Option(s) Requested:

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## Terms and Conditions

- All bookings should be made through the INCOSE UK Secretariat by email to [advertise@incoseuk.org](mailto:advertise@incoseuk.org)
- Acceptance of bookings is dependent on agreement of a written quotation. We will require either the settlement of our invoice or a valid purchase order before we can run your advertisement. Provided that a purchase order number is provided, payment is to be made within 30 days of the date of our invoice.
- Where opportunities are limited, they will be sold on a first come first served basis.
- Bundles can cover up to a 12 month period, however where event related opportunities are purchased, they must occur within the life of this document.
- Where sponsorship or exhibiting opportunities are linked to an event, then they will be subject to the terms and conditions linked to the event and an additional agreement should be signed.
- Any advertising secured for INCOSE UK will transition to The Institute for Systems Engineering (IfSE) once the form transfer of assets from INCOSE UK to IfSE is completed.
- By agreeing to accept any of the forms of advertising above, INCOSE UK is not endorsing any course, event or organisation. INCOSE UK's basis for acceptance is to ensure that its membership – both individual and corporate – has access to relevant information and that none of the material we feature, is in anyway offensive, inappropriate, irrelevant or causes us to be in breach of any local laws or regulations.
- INCOSE UK reserves the right to either, initially reject or subsequently withdraw, any advertisement that breaches these terms and conditions. INCOSE UK reserves the right to reject advertisements without explanation, if your advertisement is withdrawn following initial publication, you may be entitled to an element of refund, which will be determined at the time of withdrawal.
- All prices are subject to VAT.
- In order to confirm your order, this agreement must be signed and returned by email to [advertise@incoseuk.org](mailto:advertise@incoseuk.org). On receipt, an invoice will be forwarded.



**If your company requires a specific P.O number to be used, please supply this here:**

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**If you are not the primary point of contact regarding billing enquiries, please provide the contact details for your company's accounts department:**

<b>Contact Name</b>	
<b>Contact Email</b>	
<b>Contact Number</b>	

**I agree as the authorised signatory for the organisation, to be bound by the above terms and conditions:**

<b>Signatory Name</b>	
<b>Signatory Signature</b>	
<b>Position</b>	
<b>Company Name</b>	
<b>Date</b>	

To return the completed and signed agreement or for additional questions, please contact [advertise@incoseuk.org](mailto:advertise@incoseuk.org)