

Associate bookings: Terms and conditions

Booking an Associate

Any booking of an Early Education Associate is a contract for services with Early Education, not with the individual Associate. The booking arrangements will include confirmation of the training or consultancy agreed, and will specify the name of the Associate(s) allocated to deliver it. If the named Associate is no longer available, we reserve the right to provide an alternative suitably qualified Associate. We will normally aim to offer clients a choice between an alternative suitably qualified Associate to deliver on the original date(s) or postponing to allow the originally named Associate to deliver on an alternative date.

Cancellation

If you wish to cancel a booking, you must notify us in writing and in advance of the date. Our standard cancellation terms are set out below. We reserve the right to vary these in relation to individual bookings; we will inform you at the time of booking if different terms will apply.

1. If you cancel the event less than:
 - 2 weeks before the date of the event you will be charged 100% of the original quote
 - 2-4 weeks before the date of the event you will be charged 50% of the original quote
 - More than four weeks prior to the event start date – administration fee of **£75**
2. We often book travel and accommodation in advance, to get the best rates. If you cancel the event and we are unable to obtain a refund for these bookings you may be charged for these expenses, in addition to the charges set out in 1. above.

If you are able to rebook the training for an alternative date, we may waive or reduce the cancellation fee. This will be at our discretion.

A limited number of Associates' cancellation fees differ from those listed above. This will be confirmed at the point of booking.

Delivery

Associates can deliver training and consultancy face-to-face or virtually, subject to availability and current guidance.

Intellectual property

Any training delivery and materials including presentations and handouts are the intellectual property of the Associate (unless otherwise stated) and may not be recorded or reproduced without permission. This includes online delivery of training. Permission to record training (online or in person) must be obtained from Early Education in advance (normally at the time of booking) and must be accompanied by a clear statement setting out the number of individuals to whom it will be made available, whether this will be for a fee and for what period of time. Where permission is granted to record a session, this may incur an additional fee

Maximum numbers

The quote that we provide for training will be based on the number of delegates you provide above. The number of delegates that attend an event will greatly change the nature of the training delivery. We reserve the right to add a surcharge for delegates in excess of the agreed maximum number.

What's included

For in person training and events, you are required to provide:

- Venue
- Refreshments
- Equipment as required (device and projector, flipcharts, pens, paper)
- For virtual events, the delivery platform (alternatively: Early Education can provide a virtual platform and support at an additional cost, where available).

What we provide:

- The Trainer(s) and training materials

For consultancy, what is included will be discussed as part of the support agreement and delivery schedule.

Your data

We hold and process your data in line with our [Privacy Notice](#), available on the Early Education website. To enable clients to liaise directly with an Associate booked for a piece of training and consultancy, we will share the contact details of the client with the named Associate to facilitate conversation between both parties, and to finalise aspects of form and content.