

## Partner webinar sponsorship agreement

This document outlines all the information you need to sponsor a webinar in partnership with AMOSSHE.

Please read this document carefully, as it gives you all the information you need and acts as your sponsorship agreement if you apply.



### About the partner webinar

Delivering a free webinar in partnership with AMOSSHE for Student Services leaders and professionals is an opportunity to contribute to the professional development of our members and their colleagues, and show how your organisation understands and connects with the trends, topics and concerns of the sector. Find out more about partner webinars here: [Partner webinar](#).

### Sponsorship benefits and deadlines

Here are the benefits of this sponsorship and key deadlines:

Benefit	Details and deadlines
<b>Logo and URL exposure</b>	Please provide your organisation logo for AMOSSHE to use for promoting your sponsorship and your company URL <b>within seven days</b> of your sponsorship application being accepted. Your logo should be in a web-ready format (for example png or jpg) in full colour with a white or transparent background. We'll host your logo in the following areas: <ul style="list-style-type: none"><li>• Event page (including URL).</li><li>• Delegate information email.</li><li>• Welcome and introduction slides.</li><li>• Event feedback and resources emails.</li></ul>
<b>Promotion as our webinar partner</b>	Please provide all details of the webinar speakers (bios, photos) at least <b>two weeks before</b> the confirmed webinar date so that we can advertise the event. Please send any presentations or resources that will be shared during the webinar (including interactive tools like Mentimeter or Zoom polling) at least <b>one week before</b> the confirmed webinar date so that we can ensure they're set up correctly and circulate these to delegates with accessibility requirements.
<b>List of booked delegates</b>	This includes names, job titles and organisations of attendees who choose to be listed. AMOSSHE will send this to you one week before the event.
<b>Delegate feedback</b>	We'll provide a summary of delegates' feedback about the webinar two weeks after the confirmed webinar date.

Please send all required information by the deadlines stated above to Anya Barbazza, Events and Sponsorship Manager, at [info@amoshe.org.uk](mailto:info@amoshe.org.uk).

### Sponsorship fee

The agreed fee for this sponsorship is **£2,000 +VAT**. AMOSSHE will invoice you upon acceptance of your completed application form. You must pay this within 30 days unless agreed otherwise. You can pay by bank transfer or by credit card online.

## AMOSSHE contacts

You'll have multiple points of contact available up to and including the event. Here are your key contacts:

- Anya Barbazza, Events and Sponsorship Manager
- Benjamin Parsons, Head of Engagement

Contact the AMOSSHE team at [info@amoshe.org.uk](mailto:info@amoshe.org.uk).

## Sponsorship agreement

When you apply for this sponsorship opportunity, this document acts as your sponsorship agreement, according to the following terms and conditions. This agreement will remain provisional until AMOSSHE has received and accepted your completed sponsorship application form.

If your sponsorship application form is accepted, you agree to adhere to the key deadlines above and AMOSSHE's sponsorship terms and conditions below.

When your application is accepted, we'll email you a confirmation and an invoice for the sponsorship fee.

## Sponsorship terms and conditions

### 1. Terms and termination

1.1 This agreement takes effect on the date that AMOSSHE issues a confirmation of your sponsorship agreement.

1.2 You have a five day 'cooling off' period once this agreement takes effect, to change your mind and receive a full refund of any sponsorship fees paid. After these five days, you may request for your sponsorship materials to be removed from any of the agreed activities above. However, no financial refund will be available.

1.3 Either party has the right at any time to terminate this agreement immediately by giving written notice to the other, if the obligations of this agreement have been breached and not remedied within 10 days of being required to do so by written notice, or if either party ceases or threatens to cease to carry on business, is unable to meet its debts as they fall due, or has an order made or a resolution passed for its winding-up.

### 2. Your obligations

2.1 In consideration of us providing the sponsor benefits, you shall pay to us the sponsorship fee within 30 days of your sponsorship application being accepted, unless otherwise agreed, as specified on the sponsorship contract.

2.2 You undertake to support the sponsorship through appropriate marketing and promotional channels and to collaborate with us on any appropriate joint marketing or promotional projects.

2.3 You undertake to supply us with the promotional materials and resources by the required deadlines as set out in this document.

2.4 You grant to us a non-exclusive, royalty-free licence to use the logos you provide to us for the purposes of promoting this sponsorship.

2.5 AMOSSHE reserves the right to approve the promotional materials you provide before using them to promote your sponsorship. This is to ensure that the materials are suitable, and don't contain any inaccuracies or infringe the rights of any third party. You undertake that you won't distribute any promotional materials until you have received written confirmation from us that we approve.

2.6 You are solely responsible for meeting all costs relating to any promotional materials (including reprinting costs if our approval is not obtained prior to printing).

2.7 If you change your logos or branding, we'll do our best to update these for the purposes of promoting your sponsorship, but this will depend on team workloads and our ability to make any consequential changes to materials. AMOSSHE reserves the right to refuse requests to change logos and branding that have already been supplied and accepted.

2.8 You undertake not to bring the event or AMOSSHE into disrepute, or damage the image, reputation or goodwill associated with AMOSSHE and the event.

2.9 You agree that you won't engage in joint promotions with any third party in relation to the sponsorship or event without our prior written consent.

2.10 You acknowledge and agree that you shall be solely responsible for all additional costs that you incur relating to your sponsorship.

2.11 You undertake to promptly comply with all reasonable instructions and directions issued by or on behalf of us in connection with the sponsorship. We're not responsible for any failure or delay in providing any of the sponsorship benefits that arise if you don't do this.

### **3. Our obligations**

3.1 AMOSSHE will provide the sponsorship benefits to your organisation as outlined in this document.

3.2 If for any reason we are unable to deliver any of the sponsorship benefits, we'll inform you as soon as possible. We may substitute alternative benefits to an equivalent value of the relevant sponsorship benefits without any liability to you.

3.2a However, if you don't pay the sponsorship fee within the terms set out on our invoice, we reserve the right not to provide any of the sponsorship benefits. For example, you would not be permitted entry to a sponsored event unless full payment has been received by us. In this case we reserve the right to offer the sponsorship opportunity to another interested organisation.

3.3 AMOSSHE The Student Services Organisation is a company registered in England, UK. So this agreement is governed by and in accordance with the laws of England and Wales.

### **4. Cancellations, changes and postponement**

4.1 AMOSSHE reserves the right to make changes to the sponsorship or event at any time (for example, timings on the day, date, content, format of the event, speakers or venue). We'll keep you informed of any such changes.

4.2 AMOSSHE reserves the right to cancel or postpone the sponsorship or event. In this case we'll give you written notice as soon as reasonably practicable.

4.3 AMOSSHE shall not be liable for any failure or delay in delivering the sponsorship benefits as a result of events beyond our reasonable control. For example, extreme weather conditions, power failure, floods, lightning, storms, fire, explosion, war, riot, civil commotion, military operations, acts or threats of terrorism, malicious damage, strike action, lock-outs or other industrial action, default of suppliers or sub-contractors, compliance with any law or governmental order, accident, failure or breakdown of systems or vehicles, or a pandemic, epidemic, civil emergency or other widespread illness.

4.4 If we need to cancel the event, this sponsorship agreement will be terminated, and we'll refund any sponsorship fee that you've paid (or, if the event must be cancelled after it has begun, we'll refund a proportion of the sponsorship fee paid as AMOSSHE may reasonably determine).

4.5 If we need to postpone the event, we'll discuss with you the best way to ensure your continuing sponsorship of the event on a new date. However, if it's not possible for you to continue to sponsor the rescheduled event, we'll refund any sponsorship fee that you've paid.

## Apply to sponsor this event

To apply for this sponsorship, complete this online application form:

**Propose a partner webinar**

You can't save your form before you submit it, so please prepare the following information beforehand:

- Some context about your organisation and/or your personal areas of expertise, and how this is relevant to the professional development of Student Services leaders in UK higher education.
- Webinar title.
- Webinar summary for use in advertising the event (200 words or less).
- A summary of the learning outcomes for attendees (150 words or less).
- A summary of the research background and/or evaluated outcomes underpinning your session (150 words or less).
- An outline of the webinar format, with approximate timings. For example, your webinar might involve a presentation with time for questions, a panel discussion to get a range of views on a theme, or a workshop in which attendees collaborate to share ideas.
- Possible dates on which you can deliver the webinar.
- Details for each presenter / session leader (names, job title, organisation, email address).

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If you have any questions or problems completing the application form, please email Anya Barbazza, Events and Sponsorship Manager, at [info@amoshe.org.uk](mailto:info@amoshe.org.uk).