



## **PA FORUM MEMBERSHIP PORTAL**

By completing the PA Forum membership registration process and clicking on the "I Agree" button you expressly agree to be bound by the Membership Terms and Conditions below, and any other terms, conditions, notices and/or disclaimers displayed elsewhere on the portal.

If you object to these terms and conditions or any subsequent modifications to them, or become dissatisfied with your membership of in any way, the PA Forum encourages you to:

- a) Discontinue your use of the portal; and
- b) Terminate your membership by cancelling your membership by going into your profile

## **MEMBERSHIP TERMS AND CONDITIONS**

### **Membership Information**

When registering as a member of the PA Forum Portal, please provide us with accurate, complete and up-to-date information as requested. Intentionally providing false information for the purpose of gaining access to membership is illegal. It is the responsibility of the member to update or change their personal profiles as needed. You may do this at any time by clicking on the 'Edit My Profile' section on the portal. All personal information you provide the PA Forum as a member will be treated in accordance with appropriate privacy legislation.

### **Membership Criteria**

The PA Forum reserves the right to decline membership to anyone it believes may use the website to try and gain commercial advantage by promoting themselves, their business or their products to members.

Any member believed to be using the portal or their membership to promote any product or service that they are connected to through their position of employment or otherwise connected to through any contractual or financial arrangement to other members, unless as part of a PA Forum authorised initiative, will have their membership terminated.

### **Username and Password**

On registering to become a member of the PA Forum Portal, you will create a username and a password. You must ensure that these remain confidential at all times since you are entirely responsible for all activities which occur under your username and password. You must notify the PA Forum Portal immediately if you become aware of any unauthorised use of your username and password. Each username and password must be used by a single user and is not transferable.

### **Termination and Alterations by the PA Forum Portal**

The PA Forum Portal reserves unlimited right to terminate membership and restrict access to the PA Forum Portal if any of the terms and conditions are suspected of having been broken. If this happens we will notify you.

In such event:

- You are no longer authorised to access the member sections of the PA Forum Portal
- You will continue to be subject to and bound by all restrictions imposed on you by these terms and conditions

### **Updates to the PA Forum Portal**

The PA Forum Portal may change or discontinue any feature of the PA Forum Portal including membership benefits and website content at any time.

The PA Forum Portal may change and update these terms and conditions and conditions of use at any time.

Updated versions of these documents will be posted on the PA Forum Portal. You are responsible for ensuring that you regularly review these documents. Your continued use of the PA Forum Portal after any such changes are made will be deemed to constitute your acceptance of those changes.

### **Conditions of Use**

This agreement together with any additional terms, conditions, notices and/or disclaimers contained elsewhere on the PA Forum Portal form the conditions of supply of material on, use of and access to the PA Forum Portal. Your continued use of the website constitutes an affirmative, acknowledgement and agreement by you that you accept and agree to abide and be bound by these conditions and any modifications.

Should you object to any of these conditions or any subsequent modifications your only recourse is to immediately discontinue your use of the PA Forum Portal.

### **© Copyright**

The material provided on the PA Forum Portal is copyright protected. You may use this material for your own personal reference only. Except for the temporary copy held in the computer's cache and a single permanent copy for your personal reference, the material may not otherwise be used, copied, reproduced, published, stored in a retrieval system, altered or transmitted in any form or by any means in whole or part (except where such use constitutes fair dealing under the Copyright Act) without the prior written approval of the PA Forum Portal.

You may not use any part of the material on the PA Forum Portal site to establish, maintain or provide, or assist in establishing, maintaining or providing your own publications, Internet site or other means of distribution.

### **Your conduct**

As a condition of your use of the PA Forum Portal or any services on the website, you warrant to the PA Forum Portal that you will not use the Portal for any purpose that is unlawful or prohibited by these

terms & conditions or any other terms, conditions or notices appearing anywhere on the PA Forum Portal.

In particular, you agree not to:

use the PA Forum Portal to defame, abuse, harass, stalk, threaten or otherwise offend others;

- publish, distribute, e-mail, transmit or disseminate any material which is unlawful, obscene, defamatory, indecent, offensive or inappropriate;
- use any automated scripting tools or software;
- engage in or promote any surveys, contests, pyramid schemes, chain letters, unsolicited e-mailing or spamming via The PA Forum Portal;
- impersonate any person or entity;
- breach any applicable laws or regulations. The PA Forum Portal has no obligation to monitor any user's use of Portal. However the PA Forum Portal retains the right at all times to monitor, retain and disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request.

You will indemnify the PA Forum Portal if it or its related bodies corporate suffer any loss or damage or incur any costs in connection with any breach of these conditions or any other legal obligation by you or your use of or conduct on the PA Forum Portal.

We actively protect the integrity of the PA Forum Portal to ensure that members can use it with confidence. If we need to enforce our terms of use against you or third parties because you have breached them (such as by giving your log-in to a third party, or compiling your own list of members or suppliers in breach of our copyright and terms of use) then you agree to pay our expenses of doing so. This will include the reasonable legal fees and outlays that we incur for our legal counsel to initially investigate the breach, notify you and third parties, search registers, communicate with you and third parties to obtain information about the use of the website ("Initial Work") and legal proceedings to protect our rights and recover our loss. The legal fees will be payable on an "indemnity" basis that is, you will be required to pay the actual legal fees rendered to us. You acknowledge and agree that the fees for the Initial Work will be a minimum of £1000, being a genuine pre-estimate of the work involved in these tasks, and could exceed this amount based on the rates charged for the time spent on these matters, ranging from £50 to £350 per hour.

You expressly agree and understand that in no circumstances will The PA Forum Portal or its related bodies corporate be liable to you for any indirect, incidental, special and/or consequential losses or damages or loss of profits of whatever nature howsoever arising (including but not limited to any act or omission by The PA Forum Portal or its related bodies corporate) which result from (i) the use of or access to or any inability to use or access The PA Forum Portal or any material on The PA Forum Portal; (ii) unauthorised access to or alterations of your transmissions or data; or (iii) statements or conduct of any third party on The PA Forum Portal. Excluding liability for negligence the maximum liability of The PA Forum Portal and its related bodies corporate is equivalent to the total of any amounts you have paid to The PA Forum Portal and its related bodies corporate in respect of goods or services supplied to you by The PA Forum Portal or its related bodies corporate through The PA Forum Portal.

### **Membership Payments**

Payment of membership of the PA Forum Portal is at the election of the individual member or their company. The PA Forum Portal will endeavour to ensure all Members are satisfied with the services delivered by the Portal but dissatisfaction in and of itself will not be deemed as sufficient grounds for members to be granted any refund of membership. Notwithstanding the rights detailed within these terms and conditions for the PA Forum Portal to alter and change the services offered to users and

members, the nature of the membership being an annual subscription assures that the exact benefits offered will change from time to time and this is deemed to be accepted as an aspect of the membership.

Membership payments are for the individual member concerned and are non-transferable, including to other people within the same organisation, irrespective of who pays for the membership.

A 12 month commitment is required from the date of being accepted as a member. Membership shall automatically renew on the anniversary of joining for further periods of 12 months unless membership is terminated by the member by providing a minimum of 1 calendar month's notice in writing addressed to Daniel Skermer at [daniel@pa-forum.co.uk](mailto:daniel@pa-forum.co.uk).

Members will pay either a single subscription for their 12 month membership or, if selected, 12 monthly payments via Direct Debit.

### **Event Payments**

All members must make payment for their booking in full ahead of the event commencing and no place will be secured unless payment has been received, unless other arrangements have been agreed in writing by the PA Forum. Non-payment at any time, in and of itself, does not mitigate the member of their liabilities for payment of any fees under these terms and conditions due at the times detailed or under the circumstances detailed.

Payment by any member or entity for attendance at any event or function is at the sole discretion of the member or entity making the booking.

If you are unable to attend any PA Forum event or function that attracts an attendance fee, a substitute delegate will be accepted at no extra cost so long as written notice (letter or email) is received by the PA Forum no less than 24 hours prior to the event. A full refund, less a 20% administration fee, will be made for cancellations received by the PA Forum in writing (letter or email) by no later than 10 working days prior to the event. No refunds will be made after that time. In the case that the PA Forum Portal has to cancel any event for any reason, a full refund will be payable. The PA Forum Portal Networking / Social Events Terms & Conditions Of Attendance and Registration

### **Registering for events**

Registration for all PA Forum Networking or Social Events takes place within our portal. By accepting any event invitation and clicking on the appropriate Booking button, members agree to be bound by the Terms & Conditions of Attendance and Registration for our events.

### **Behaviour**

Networking and social events are intended to be fun and relaxing however we do require that members attending these function display appropriate behaviour at all times and abstain from rude, offensive or defamatory behaviour either towards other guests, our partners, our suppliers or our hosts. Members must also refrain from undertaking any activity at our events that actively promote any product or service they represent directly or indirectly and which it is clear would gain commercial advantage for the owner of the service or product should these gain direct support from Executive or Personal Assistants. Any member found to be behaving in an inappropriate manner will be asked to leave the function in question and will be barred from attending any future events for a period to be determined at the discretion of the PA Forum based on the severity of the indiscretion. Anyone in attendance at a PA Forum event agrees to allow the PA Forum to use images taken from said event for marketing purposes.

**Attendance**

We accept that at times the nature of the role of the EA or PA will mean that members at the last minute are unable to attend our social or networking functions. Irrespective of the cancellation rules in respect of payments which mean that those requesting an invoice will be bound by these irrespective of their attendance or cancellation as will those paying by credit card, all members should be aware that we do expect members to attend our functions when they agree to do so as in most occasions we are disallowing others who might want to attend based on their registration. In light of this we operate a policy that means that any member who fails to attend three functions in any 12 month period, having given less than 72 hours written notice on each occasion, will be barred from attending any future EAN social or networking events for a period of 12 months.