



Confederation of School Trusts

Training and Events

Terms and Conditions

CST provides a wide range of professional development opportunities designed to meet the needs of trust leaders. These terms and conditions apply to all events that are delivered by CST online and in person. These may include, but are not limited to:

- Conferences
- Professional Network Events
- Training seminars
- Development programmes

Our events are delivered through CST Professional Development Ltd on behalf of the Confederation of School Trusts (CST). CST Professional Development (CST PD) Ltd is a wholly owned subsidiary of CST.

1. General Principles

1.1. CST events are designed to meet the needs of different audiences within the trust school sector. These will be detailed on the event page on the CST website, and any queries about who should attend should go to events@cstuk.org.uk.

1.2. CST PD events are open to both CST members and attendees from School Trusts that are not in CST membership. However, unless otherwise stated, CST PD events are only open to practitioners in the education sector.

1.3. Active CST members are eligible for preferential rates on our training and events. To benefit from member rates your Trust needs to be up-to-date with its subscription payments on the date of the event, not simply at the date of booking. To receive your preferential rate on CST events and training please ensure that you quote your unique membership number on the booking form. Further information about CST membership can be found [here](#).

1.4. To register as an attendee, an electronic booking form must be submitted via the CST website. Bookings cannot be accepted via telephone or email.



1.5. By submitting a booking form for one or more attendees, the person making the booking is committing to the cost of these places. Costs will be clearly stated on the CST website and this should be considered prior to submitting a form.

1.6. Confirmation of the place will be provided via email once the booking form has been processed.

1.7. An invoice will be provided as a separate email, typically within 5 working days.

2. Cancellation and transfer policy

2.1. If an attendee is no longer able to attend, the place can be transferred to a suitable alternative colleague from within the same organisation. CST PD must be notified by email to events@cstuk.org.uk and will liaise with the school trust to make the necessary transfer arrangements.

2.2. By developing services and booking speakers CST PD is committed to a certain level of costs and therefore has to implement a cancellation policy:

- Fewer than 6 weeks' notice – no refund
- 6 weeks to 12 weeks' notice – 50% refund
- More than 12 weeks' notice – full refund

2.3. Where events are part of a series, the attendee is committing to attendance at all sessions.

2.4. Where individual sessions from a series are missed, CST PD cannot commit to providing any additional resources to 'catch-up' on missed content.

2.5. CST PD cannot provide a full or partial refund for any individual sessions or content from a series that is missed.

2.6. CST PD reserves the right to convert an in-person event to a virtual event should the need arise due to industrial action or adverse weather conditions which may affect delegate attendance. We endeavour to provide a minimum of 7-days' notice and delegates will be contacted immediately.

3. Intellectual Property

3.1. Unless otherwise stated, all intellectual property rights for articles, blogs, images and all other written material on the CST website, emails and materials belong to CST and/or CST PD.

3.2. Material in the members' area of the CST website is provided for the exclusive use of



CST members and should not be shared with non-members of CST.

3.3. Material on the publicly accessible section of the CST website or emailed to members can be shared with non-members subject to the sharer informing the recipient that the material is owned by CST or CST PD.

4. Acceptance of terms and conditions

4.1. These terms and conditions may be revised from time to time and updated versions will be posted on CST's website. Participants are responsible for keeping up to date with all changes. Continued participation in the event shall be deemed acceptance of all changes to these terms and conditions.

5. Privacy Policy

5.1. Please read CST's Privacy Policy [here](#).