



# focus on **Networking**

## Focus On Networking - Terms and Conditions

### 1 **Web Site Usage:**

By using this website ([www.focusonnetworking.co.uk](http://www.focusonnetworking.co.uk)) you agree that you have read these terms and conditions and that you agree with them.

These terms and conditions and your use of this website are governed by and in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the English courts.

If you do not agree to these terms and conditions you are not authorised to use this website.

If required you may print off and keep a copy of these terms. They are a legal agreement between you and Focus On Networking Ltd (FON) and can only be modified with our consent.

We reserve the right to change these Terms and Conditions at our discretion by changing them on the website. Continued use of the Focus On Networking website shall be deemed acceptance of any changes to these terms and conditions.

Other terms may apply in respect of certain areas of the website. If this is the case, you will be made aware of the terms which apply to those areas.

If you are joining Focus On Networking, as a member, please see our **Membership Terms and Conditions** below.

### 2 **Membership Terms and Conditions:**

These terms and conditions, together with the **Privacy Policy** will govern your membership of Focus On Networking.

Please also see the Focus On Networking website Terms and Conditions (above) which will govern your use of the Focus On Networking website, [www.focusonnetworking.co.uk](http://www.focusonnetworking.co.uk) In these terms and conditions the following words shall bear the following meaning:

Focus On Networking means Focus On Networking Ltd., 86 Withens Lane, Wallasey Wirral CH45 7LR.

Member means any member of Focus On Networking or any person or persons intending to be or who has applied for membership of Focus On Networking upon these terms and conditions.

The Membership Year will run for 12 months from the date a member joins Focus On Networking.

Event or Events means any of the activities or events organised by Focus On Networking for its members and guests.

Website means the Focus On Networking website [www.focusonnetworking.co.uk](http://www.focusonnetworking.co.uk)

## **A Membership:**

**(i)** All applications for membership of Focus On Networking are to be made via the Application Form supplied to prospective members.

By submitting the application form or using the online form, the Member is deemed to have signed the application form and agrees to the Terms and Conditions.

On acceptance of the membership application by Focus On Networking, members shall be bound during the continuance of membership by these Terms and Conditions including any amendments made in accordance with the procedure set out below.

On completion of their membership process, each new Member will receive a Membership Pack. Which in general will contain (but not exclusively): a Certificate of Membership, a Focus On Networking Mouse Mat; a Business Card Holder; a name badge; a pen; referral slips and a copy of "How to be a Breakfast Star". Focus On Networking reserves the right to change or amend any items in the members' Welcome Pack.

Focus On Networking reserves the right at all times and in its absolute discretion to determine the number of members in any Focus On Networking group and may accept or reject applications for membership as it feels fit.

**(ii)** The membership fee for membership is based on a monthly fee of £45.00 per month, with a Joining Fee of £50.00. (First Month = £95.00, thereafter £45.00 per month)

The Monthly Meeting Fee includes Breakfast based on 25 group meetings per year.

Members may attend other Groups, (as long as there is no category clash) and pay the Meeting Fee of £11.50 per meeting.

For companies who wish to pay their membership annually the first year membership fee is £590.00 a year less 1 month (£45.00) discount; in total £545.00

Thereafter annual membership is £540.00 per year less 1 month (£45.00) discount; in total £495.00

All membership payments are payable in sterling, with payment being made by Standing Order.

Annual Payment can also be made by cheque, BACS or Bank Transfer to Focus On Networking Ltd.

Membership fees and Venue Costs may be revised at anytime and will be notified to members in writing.

**( iii )** Focus On Networking encourages its members to network with other business, attend other business networking events and belong to other Groups.

However, Focus On Networking reserves the right to decline membership to persons who have leadership roles in competing membership based organisations. Members are expected **not** to invite Focus On Networking members to join or visit other networking organisations, that they may be a member of.

**( iv )** If a member fails to attend regularly and does not arrange to be represented, Focus On Networking reserves the right to revoke membership. Leave of absence for specific reasons will be considered, but in each instance every effort should be made to arrange regular substitutes.

It is essential that members are prepared to accept the commitment of regular attendance as well as participation in the Networking Workshop and other training sessions run from time to time.

Members who do not comply with this commitment may be liable to have their membership revoked by Focus On Networking.

## **B Terminating Membership:**

**( v )** Membership is to be renewed annually (if paid annually) or monthly (if paid monthly). Focus On Networking will email each member once the membership is coming up to (annual) renewal. If a member does not pay the annual membership fee then the membership is not continued and the member will not have the benefit of membership.

In the event of the standing order payment not being received within 21 days of the due date, membership will be deemed to have lapsed. Once membership has expired and the member wishes to rejoin a new application has to be submitted.

**( vi )** Focus On Networking reserves the right to expel members or to prevent any member from participating in any Event or from renewing membership if the member puts the organisation into disrepute or if a member continuously fails to attend events which he/she has signed up to or if the member is misusing their membership (for example, e-mail spamming, etc).

**( vii )** If, for whatever reason, a member wishes to terminate his / her membership, he / she must give 28 days' notice of this in writing to Focus On Networking. Failure to do so will result in membership still being active and membership fees will still be due. The member is responsible for cancelling the standing order mandate.

**( viii )** Focus On Networking are unable to offer refunds if membership is cancelled for whatever reason before the renewal date unless we receive notice of cancellation within 14 days of taking out membership.

Please note that Focus On Networking are unable to cancel standing orders and in the event of the termination of your membership for whatever reason, you must arrange cancellation directly with your bank.

In the event of a member wishing to cease membership no fees are refundable.

## **C Focus On Networking Members' Profile Page:**

**(ix)** Members will be allocated with their own personal login and password details to enter the Focus On Networking members area of the Website. Within this individual member's only area, members will be able to update their Personal Profile Page.

The Profile Page will be created by the site administrators and will include basic information as provided by members.

Members will be asked to fill in personal details such as name, e-mail address, services they offer, phone number, website details and whether or not they are willing to offer other Members a discount or other special offers on their services.

Members will be able to upload a personal image, a logo and up to 4 images that represents themselves and their company, product or service.

Please remember that member's profile pages are open to the public.

**(x)** Focus On Networking reserves the right to refuse access to the secure members only pages. Focus On Networking shall not be liable for any loss or damages whatsoever arising from your inability to access any pages on the site.

Any member wishing to change, add or delete any information on them held on the profile page of the website are able to do so by logging in and amending the details.

If you are unable to login or access this area or you forget your login or password, you can contact the Website administrator by emailing [info@focusonnetworking.co.uk](mailto:info@focusonnetworking.co.uk)

Information held on the Focus On Networking Members Area pages is subject to the Focus On Networking Privacy Policy.

Members are responsible for maintaining the confidentiality of their login details and passwords, and for all activities that occur under their login details and passwords, whether by themselves or anyone else using their login details and passwords. Members must ensure that they have any permissions or consents required to include material or links in the Members directory.

## **D Events:**

**(xi)** Members of Focus On Networking will be invited to attend events organised by Focus On Networking.

Details of such events will be featured on the website as well as being emailed to all members by e-newsletter. Members will receive an e-newsletter every Monday morning, detailing events being held for the next two weeks.

All members will be automatically booked into their group meetings.

Members and guests can sign up to events via the Website event booking system. Payment for attendance at an Event can be made online by debit or credit card payment, via the PayPal payment gateway.

**( xii )** Members shall not hold Focus On Networking responsible or liable in any way whatsoever for the cancellation for whatever reason of an event.

**( xiii )** If a member or guest has signed up to attend an event but is unable to attend the event, that member or guest must contact Focus On Networking at [info@focusonnetworking.co.uk](mailto:info@focusonnetworking.co.uk) or 0845 094 3686 at least 2 business days prior to the event.

If notification is received from a member or guest at least 2 business days prior to the event, a full refund of event attendance monies will be given. If notice is received after this or the member or guest does not turn up for the event, having prepaid for it, the member or guest will not be entitled to a refund.

Members agree to comply with any necessary health and safety regulations applicable to any Event attended.

#### **E Variation of Terms & Conditions:**

**( xiv )** These terms and conditions may be revised from time to time. If they are revised, a copy will be placed on the website.

It will be your responsibility to keep up-to date with all such changes and your membership renewal and continued use of the Website shall be deemed acceptance of any changes to these terms and conditions.

#### **F Data Protection and Intellectual Property:**

**( xv )** We will respect the privacy of your data which you supply to us in accordance with our Privacy Policy and forms part of these terms and conditions, and in accordance with the Data Protection Act 1998 and any other applicable data protection legislation.

You agree that it is your responsibility to keep your data accurate and up to date and to send us new or revised data where appropriate. You further agree that we may use your data as set out in our Privacy Policy.

**( xvi )** It is your responsibility to keep your password and log-in details confidential and use the security devices offered. Our security measures depend on you complying with this obligation and we are not responsible for any breach of your privacy due to your failure either to keep your password/login secure or to use the other security devices correctly.

**( xvii )** We will use your data to administer your membership and events you attend. When you attend an Event your name may be included on a delegate list. Where you obtain information about other Members you must use this in accordance with the Data Protection Act 1998.

Other members may also use the personal data you make available in the members directory. Do not make any information public which you do not want other people to see.

If you have a concern about how another Member is using your personal data, or if you think it is being used in breach of these terms, please contact us at [info@focusonnetworking.co.uk](mailto:info@focusonnetworking.co.uk)

**( xviii )** You acknowledge that the internet is not a completely secure medium, and we therefore cannot be responsible for breaches of security arising out of intentional and/or unauthorised attempts to access the Site, for example, by computer hackers.

In addition, we are not responsible for the use made of your personal data by other members who access it through the website.

## **G Governing Law:**

These terms and conditions shall be interpreted in accordance with English law and all disputes shall be subject to the exclusive jurisdiction of the English Courts.

**END**

© **Focus On Networking**

v1 January 2010

v2 January 2011 (Revised)

v3 January 2012 (Revised)