

1. Agreement

_____, acting as Course Provider (CP) hereby undertakes to provide courses, as agreed, to the Operational Research Society (ORS) in calendar year 2018 at the daily rate of £ ____ + £ ____ per delegate "for tuition"/"all in", in accordance with the following terms and conditions.

2. Items included in fee

Where the fee is "for tuition", it shall include tuition, visual aids and the provision of course texts and materials only. ORS shall provide at its expense a venue, whiteboard, flipcharts, projectors, computers and other necessary equipment, meals and refreshments for delegates and speakers, and shall reimburse reasonable travel and subsistence expenses for speakers.

Where an "all in" fee is quoted, it shall include for the provision by CP of tuition, course texts and materials, venue, visual aids, projectors, computers and other necessary equipment, meals and refreshments for delegates and speakers, payment of speakers' expenses and provision of all necessary accommodation for speakers.

3. Quality requirements

3.1 Visual Aids

CP shall provide high quality visual aids in the form of PowerPoint presentations, overhead transparencies or 35mm slides, and use flipcharts or other media as appropriate. Text on slides or transparencies shall be printed (not hand written) using fonts and colours which are friendly to visually-impaired people, and be of such a size as to be easily legible from a distance of ten metres when displayed.

3.2 Course Texts / Handouts

CP shall provide for each delegate appropriate course texts and/or high quality handouts - prepared using a word processor or desktop publishing in fonts, type sizes and colours friendly to visually-impaired people - which shall be suitable for two-hole punching to insert into A4 ring binders which ORS will provide for delegates. Where appropriate, copies of visual aids should form part of the course materials.

3.3 Teaching Methods

Tutors shall use teaching methods appropriate to the subject matter and audience. Illustrative examples should be used wherever possible. Unless inappropriate, audience participation and interaction should be encouraged. Tutors should establish at the outset that the audience can hear and understand them clearly.

3.4 Time Keeping

Tutors are expected to present themselves at the venue at least 30 minutes before registration commences, in order to liaise with the ORS conference organiser, check facilities, etc.

Courses should start punctually and external constraints such as lunch times should be observed.

3.5 Personal Appearance

Tutors shall present a neat and tidy personal appearance and be smartly dressed.

3.6 "All In" Fees

Where an "all in" fee is quoted, CP shall provide a high quality venue, cooked lunch and refreshments appropriate to an audience of senior professionals. Each delegate shall be furnished with comfortable seating and an adequate writing surface. Projectors and other equipment shall be serviced and in good condition.

3.7 Unauthorised Delegates

Neither CP nor the tutor shall invite to attend any course any person who has failed to book with ORS and pay the appropriate delegate fee.

4. Publicity materials

As and when required, CP shall provide to ORS any information needed for use in publicity materials which ORS shall prepare for the course.

5. Delegate feedback

The tutor shall ensure that each delegate receives a copy of the ORS's standard delegate feedback questionnaire, and shall endeavour to ensure that all delegates complete and hand in their questionnaires before leaving. The tutor shall then be responsible for delivering the completed questionnaires to ORS. Payment of tuition fees shall be conditional upon receipt by ORS of the completed delegate questionnaires.

6. Cancellation

ORS undertakes to run each course included in its programme unless, one month before the scheduled date, the level of bookings is such as to render the course either educationally or financially non-viable. No fees will be payable by ORS to CP in respect of any course which ORS cancels one calendar month or more prior to its scheduled date.

7. Payment

ORS shall pay to CP the agreed fee for the course within 30 days of receipt of CP's invoice or 30 days of completion of the course or 30 days of receipt of the delegates' completed feedback questionnaires; whichever is latest.

Signed for ORS

Signed for CP

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Mr I G Blackett

Name in capitals

Date

Date

Secretary and General Manager

The Operational Research Society is a registered charity and a company limited by guarantee.