

Gendered Intelligence Training: Information, Terms & Conditions



Booking, Capacity & Waiting lists

Booking – General

Booking is essential for all Gendered Intelligence training sessions.

Early booking is much appreciated and helps us manage the sessions effectively. However, we will always do our best to accept a last minute booking if there is space on the session.

Maximum Capacity

Most sessions are for a maximum of 15 people. This gives everyone a chance to participate and ask questions in a small, friendly environment.

Waiting List

If a course becomes full, and you would like to be offered any last minute cancellations, let us know and we will put you on a waiting list.

Please give us contact details that you check very regularly as we will offer the space to the next person on the list if we don't hear back within 24 hours.

Fees

Payment of Fees

Fees are payable on booking.

Options for fee payment are:

- Card/Paypal payment via Eventbrite (small surcharge applies)
- By bank transfer / cheque against an invoice

Discretionary Fee Waiver

Although our fee bands include reduced rates for smaller organisations, we are aware that some very small groups and new groups have no income at all.

We do not wish small groups to miss out on training because of inability to pay, and therefore make one free place on each session available to groups with an income of under £5000 per year.

If your group has an income of under £5000 per year and would be unable to attend because of financial restrictions, please contact us to apply for a free place, outlining your circumstances and reasons for wanting to attend. The places are allocated at the discretion of the Training team.

Fees may only be waived for one place per organisation per year.

Cancellations, changes & postponements

Cancellations

Cancellations with less than 48 hours' notice (except in emergencies) will be charged at the full course rate.

Cancellations with more than 48 hours' notice are subject to a £15 administration fee.

Change of Session

Session changes with less than 48 hours' notice (except in emergencies) are subject to a £15 administration fee.

There is no charge for changing to a different session date with more than 48 hours' notice, but we ask that you let us know as early as possible.

Change of Delegate

There is no charge for a change of delegate, but we ask that you let us know that someone different is attending, and update contact details accordingly.

Postponement by Gendered Intelligence

In the unlikely event of Gendered Intelligence needing to postpone an event at the last minute (e.g. owing to severe travel disruption) we will normally attempt to contact all booked participants. It's therefore important that the contact details you give us when booking are ones via which we can reach you in such circumstances, ideally a mobile number. We also recommend that if you are booking different delegates from the same organisation that we have individual contact details for each one, otherwise the key contact is responsible for informing all their delegates.

Gendered Intelligence is not responsible for any losses resulting from such circumstances (e.g. non-refundable travel arrangements).

Access

If you have particular access needs, please make sure you let us know when booking. The Course Leader will normally contact you to discuss your requirements.

We wish everyone to be able to access our training and support, so in the event that we are unable to accommodate your access needs within the constraints of a particular session, we will endeavour to deliver an alternative session or training that meets your needs.