



## **ALARM Associate member terms and conditions**

### **Membership eligibility**

Associate membership is available to organisations with five or fewer employees that provide services to public services, or to sponsoring organisations wishing to increase their membership entitlement. Acceptance of associate membership is at the discretion of ALARM.

### **Membership benefits**

Benefits cannot be transferred to colleagues, unless an ALARM event sponsor.

### **Membership period**

The membership year runs twelve months from the date of acceptance of membership.

### **Payment of subscriptions**

ALARM's payment terms are 21 days from the date of the invoice. Full membership and website access will be granted upon receipt of the membership fee. Membership fees are non-refundable.

### **Membership renewal**

Membership subscriptions are renewed automatically each year unless notification of cancellation is received in writing with four weeks' notice of the renewal date. Failure to notify ALARM of the intention to cease membership within the aforementioned time frame will result in pro-rata membership cancellation charges.

### **Pro-rata membership cancellation charges**

It is the responsibility of the member to cancel ALARM membership in writing four weeks' prior to 1 January. If written notice is not received, monthly pro-rata charges will be accrued, with a minimum cancellation fee of £50 +VAT, whichever is greater.

### **Amendments to member contact details**

Named members can be replaced without charge once every 12 months as a result of redundancy, maternity leave, leave of absence and organisational restructuring. Replacements are not permitted for the purpose of substitution at the ALARM

Conference. Subsequent changes of named members will result in an administration charge of £50 +VAT at the discretion of ALARM.

### **ALARM event cancellation policy**

ALARM incurs substantial charges in relation to such events including, amongst others, venue charges, lunch and refreshment charges, administrative and management costs etc. If a member is unable to attend a complimentary event (aside from the Conference, see Conference cancellation policy below) they should provide the ALARM Office with written notice that they are unable to attend not less than seven clear days before the event. If a member fails to give such written notice ALARM will invoice the member the sum of £75 to cover, in part, the wasted expenses incurred by ALARM.

Where there is a charge for attendance, payment must be made in advance and no refund will be issued for non-attendance or cancellation. By requesting a place at an event you agree to the terms and conditions set out above.

### **Conference**

Attendance at Conference as a full delegate is discounted at £399 +VAT for associate members (not including accommodation). ALARM takes no responsibility for sessions that are fully booked, bookings are administered on a first come first served basis and early booking is advised to avoid disappointment.

### **Conference cancellation policy**

Cancellations must be received in writing ten days before the event, and a receipt of confirmation must be obtained. Delegate fees are non-refundable.