**Clore Leadership: Chair-CEO Training Days**

**Terms and Conditions**

1. Applications should be made through Clore Leadership’s form.
2. Your place on your Board Development training session will be confirmed in writing by Clore Leadership in advance of the event.
3. You agree to supply the following information to Clore Leadership in advance of the training day by a date to be specified:

* Latest Report and Accounts of your organisation
* A short statement from each participant saying what they would like to get out of the day.

1. CL may request that you support our quality assurance by completing our monitoring and evaluation forms; these will always be anonymised before being shared with external parties.
2. CL is unable to reimburse participants for travel and other expenses.
3. Any invoices should be paid by the specified dates; any amendment to payment schedules must be confirmed in advance with a member of the Clore Leadership team.
4. We will make every effort to communicate any shifts in personnel or the event itself, however, in case of force majeure, we may need to cancel or postpone a session or change the personnel with little or no notice.