

MADINAH COLLEGE SPEAKER REQUEST TERMS & CONDITIONS

TRAVEL

The inviting organisation is responsible for arranging transportation of the speaker to and from the event location. If not possible, all travel expenses incurred en route to the event must be paid for by the inviting organisation.

PARKING FACILITIES

The inviting organisation is responsible for arranging suitable parking facilities for the Speaker. If parking is not available, any cost incurred will be covered by the inviting organisation.

ITINERARY

The inviting organisation must provide an accurate and detailed schedule of the complete event.

- It is the inviting organisation responsibility to be professional in conduct, ensuring that all arrangements are in place for the lecture to start on time Insha'Allah.

CANCELLING OR CHANGING YOUR CONFIRMED BOOKING

The inviting organisation must inform Madinah College of any changes to the date, time, location and speakers list as soon as possible.

UNFORESEEN CIRCUMSTANCE

The Speaker reserves the right to cancel attendance due to personal circumstances. Notice of cancellation will be given in advance.

ADVERTISEMENT

The inviting organisation must advertise the event via posters, flyers and social media.

- Posters and flyer designs must be approved by Madinah College before print.
- Madinah College reserves the right to add or remove the Madinah College logo on the event advertisement and/or organisation website.
- Madinah College reserves the right to advertise it's services at the event.