

# Neutral Wireless Ltd

## Technical Short Courses:

### General Terms and Conditions and Course Information

All Comments and Feedback to: [courses@neutralwireless.com](mailto:courses@neutralwireless.com)

Latest version of this document is available at <https://nw5g.com/NW-short-course-Ts-and-Cs> :

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#### 1 Scope of this Document:

This document presents the general terms and conditions of procuring, engaging and attending in one of our public or private on-site technology short courses. Please take a moment to review the terms and conditions herein to allow us to ensure an efficient engagement, and a safe and productive learning environment for all participants:

#### 2 Short Courses Provision:

- 2.1 *Background:* Neutral Wireless Ltd is a technology company with specialist know-how and product offerings in the domain of wireless/mobile communication, private 5G and digital signal processing (DSP), and software defined radio (SDR). More information about the company and its activities is available on-line at <https://www.neutralwireless.com>
- 2.2 *Short Courses:* As part of our portfolio, we provide Private 5G network products, offer expert consulting services, and present technology short courses which can take the form of public events (open to all qualified attendees) or private on-site presentations.

#### 3 Registration, Payment, Refunds and Transfers:

- 3.1 *Registration:* Registration is done via EventBrite (<https://nw5G.com/eventbrite>). Should this not be possible for you, please contact us to organise other lines of communication by emailing at [courses@neutralwireless.com](mailto:courses@neutralwireless.com) .
- 3.2 *Payment:* Payment confirmation (to register and confirm a place on a short course) must be provided in advance either via Credit Card, request for invoice, or a valid company Purchase Order.
- 3.3 *Refunds:* Refunds are available up to 5 working day before the course. Within 5 days of the course start date refunds are at the discretion of Neutral Wireless Ltd.
- 3.4 *Transfers:* Registrations may be transferred to other persons within an organisation, or to a future presentation of the course. Please inform Neutral Wireless Ltd of any name changes or registration transfers before the start of a course.

#### 4 Health & Safety

- 4.1 *General Health and Safety:* Safety is our no. 1 concern at all times. Neutral Wireless will ensure that a safe, comfortable, and professional environment is available at all times of the course. Attendees are all reminded that they must take responsibility for ensuring they act in a safe and professional manner at all times.
- 4.2 *Risk Assessment:* All Neutral Wireless short courses are pre-assessed via a formal Risk Assessment. You can request to see a copy of this risk assessment prior or during the course.
- 4.3 *Office and Class Activities:* Most courses involve working in a teaching room environment and some courses will visit a lab environment.
- 4.4 *On-Line Course Environment:* Any on-line attendees for our short courses are entirely responsible for participating in a safe environment, ideally a quiet desk environment with computing facilities for teleconferencing. Therefore, driving, general travel, operating machinery and other activities must not be undertaken while attending the class. If an instructor suspects an attendee is in an unsafe environment, then action would be taken to address this.

#### 5 Liability

- 5.1 *Waiver:* Attendees understand that participation in some courses may involve some standard conversational activities and walking, talking, and other day-to-day physical interactions. Some courses may also observe some operational standard radio equipment, and make use of standard computing technology. By attending, you waive any claims against Neutral Wireless Ltd for injury or damages that may occur during the course in any activity unless there is demonstrable gross negligence for the welfare of all attendees.

#### 6 Confidentiality:

- 6.1 *Non-Disclosure:* Attendees should not disclose any of their confidential information or proprietary knowledge during the course. Any information shared by attendees during the course will be considered essentially as open-source information for all attendees at the event.
- 6.2 *Identity Confidentiality:* As part of the course engagement, attendees will meet other attendees and have the

opportunity to interact. Neutral Wireless will create an attendee list featuring only the name of attendees and their company and this will be available to all participants. Should you not wish to be listed, or listed only as your name, then contact Neutral Wireless well in advance to request this.

- 6.3 *GDPR*: In administering names, emails, company designations and other required information of attendees, Neutral Wireless will ensure that all the principles and guidelines of current UK GDPR guidelines are adhered to.

## **7 Professional Behaviour and Respect Agenda:**

- 7.1 *Respectful Conduct*: All participants are expected to treat fellow attendees, instructors, and staff with respect and courtesy. Discrimination, harassment, or disruptive behaviour will not be tolerated at any level. This applies to both in-person and on-line attendees.

## **8 Intellectual Property, Course Materials and Licensing**

- 8.1 *Intellectual Property*: PDF, on-line, and other printed and some video course materials and content will be provided by Neutral Wireless for the short course and available for attendees to take away for future reference. These are licensed for personal educational use only.
- 8.2 *Distribution*: Unauthorised distribution or reproduction of all of the short course materials is prohibited whether via paper, servers, the cloud, social media and so on.
- 8.3 *Copyright*: Copyright is retained by Neutral Wireless where stated. Copyright of materials not owned by Neutral Wireless remains with the original copyright holder.
- 8.4 *Licensing Options*: Should you or your organisation be interested to re-use and/or distribute the materials in any way, then you can contact Neutral Wireless Ltd to discuss options for licensing materials.

## **9 Attendance and Punctuality**

- 9.1 *Timeliness*: Please aim arrive on time for each session.
- 9.2 *Attendance*: Attendees are encouraged to attend all scheduled sessions of the course. If you anticipate missing a session, please try to inform the organisers in advance and we can consider additional support.

## **10 Photography and Recording:**

- 10.1 *Consent*: Attendees may not photograph, record, or broadcast any part of the course without prior authorization from Neutral Wireless Ltd and any other participants who may be captured in the video, audio or photographic media.

## **11 Safety and Security at Short Courses:**

- 11.1 *Safety Guidelines*: Participants must adhere to all safety guidelines and protocols established by the venue hosting the course. In an emergency, follow the instructions provided by venue staff and event organisers.
- 11.2 *Personal Belongings*: Attendees are responsible for the security of their personal belongings. Neutral Wireless Ltd or the course venue is not liable for any lost or stolen items.

## **12 Cancellation / Rescheduling:**

- 12.1 *Cancellation*: Neutral Wireless reserves the right to cancel or reschedule the course for reasons beyond our control. In such cases, registered participants will be notified promptly, and alternative arrangements will be offered, or a full refund offered.
- 12.2 *Compensation*: Neutral Wireless will not compensate any attendee for other costs (e.g. hotels, travel or any other arrangements) incurred whether related to a cancelled course or a cancelled registration.

## **13 Feedback:**

- 13.1 Neutral Wireless Ltd values your input. If you have suggestions, concerns, or feedback about the course, please communicate with our staff or fill out any provided feedback forms.

## **14 Amendments:**

- 14.1 Neutral Wireless reserves the right to amend these terms and conditions at any time. Updated terms will be made available to participants and the latest version of these Ts & Cs is available at:

<https://nw5g.com/NW-short-course-Ts-and-Cs>

## **15 Fair and Reasonable Expectation**

By attending the Neutral Wireless Short Courses, you acknowledge that you have read and agree to abide by these terms and conditions. Failure to comply with these terms may result in your booking or course attendance not completing.

Thank you for choosing Neutral Wireless Ltd for your technology education needs. We look forward to a productive and enjoyable learning experience!

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