

Terms and Conditions for submitting external events

These terms are the terms of use for the making a submission in respect of a meeting or an event ("a Submission") to the Meeting Diary section ("the Section") of the website of The Royal College of Radiologists ("**the RCR**"). These terms apply to all Submissions made by you and any Submission made by you to the Section means that you accept and agree to abide by all the terms and conditions contained herein.

These terms supplement the [General Terms of Use] for the RCR website.

Review of Submissions

Each Submission will be checked for compliance with the selection criteria below ("**Selection Criteria**") as soon as reasonably practicable after it is submitted to the Section. The RCR cannot guarantee that all Submissions will be published.

To guarantee your event is listed with sufficient timing, we recommend you submit at least two months prior to the event start date. The RCR cannot guarantee your submission will be listed if submitted less than one month prior to the event start date.

It can take up to 10 working days for RCR to provide an update on your listing, from the date of submission.

The RCR reserves the right to reject and not publish any Submission which it considers inappropriate or unsuitable for use in connection with the Section or which does not comply with the Selection Criteria.

The RCR shall not be required to give any reasons for the rejection of any submission.

Selection Criteria

The Selection Criteria apply to each part of a Submission as well as its whole. The RCR will determine, in its discretion, whether a Submission complies with the Selection Criteria.

External Event Selection Criteria	
Relevance to our membership	Delivers content that is suitable and relevant to our Radiology and Oncology membership.
Competitiveness	The submitted event does not compete directly with the RCR programme, in terms of dates and topics.
Relationship with RCR	The RCR will consider events and approve if it is: <ol style="list-style-type: none">1. Endorsed by the RCR2. Hosted by the RCR3. RCR Officers and/or RCR President is present at the event
Requesting organisation	The RCR will consider submission from the following: <ol style="list-style-type: none">1. Special Interest Groups (SIGs)

	2. NHS or other public bodies 3. Charities
Other	Declined if promoted, sponsored, or supported by tobacco or arms companies.

Further all submission must:

- Not breach any legal duty owed by you to a third party, such as a contractual duty or a duty of confidence;
- Be accurate;
- Comply with the law applicable in England and Wales and in any country from which it is posted.
- Not to be defamatory of any person.
- Not likely to harass, upset, embarrass, alarm or annoy any other person.
- Not give the impression that the event or meeting emanates from or is endorsed by the RCR if this is not the case.

Changes to a Meeting or Event

If an event or meeting in respect of which you have made a submission is cancelled, you must email events@rcr.ac.uk to notify us of the same.

Appeals process

In the event your submission is declined, and you disagree with the decision, you have 10 working days to submit an appeal to the RCR via email to events@rcr.ac.uk with the subject 'Event Listing Appeal'.

Please include the following details:

1. The event title.
2. Event date
3. The submitting organisation
4. Context for your appeal

This will be forwarded to the appropriate person for further consideration.

Liability

The RCR will not be responsible or liable to any third party, for the content or accuracy of your Submission and you agree to indemnify the RCR against all costs, loss and liabilities that the RCR may incur in respect of the content and/or the accuracy of your Submission.

The RCR shall have no liability to you in respect of any delay or failure to publish details of an event or meeting or as a result of any inaccuracy, error or omission in the details published.

The RCR has no obligation to you to carry out any review or checking of any Submission.

The RCR shall have no liability to you if the Section or its website is unavailable for any reason nor if the RCR in its discretion decides to withdraw the Section.

Changes to these terms

The RCR may revise these terms at any time. You are expected to check this page each time you intend to make a Submission to ensure that you are complying with these terms.

Jurisdiction and Application

The English courts will have exclusive jurisdiction over any claim arising from or related to, these terms although we retain the right to bring proceedings against you for breach of these conditions in your country of residence or any other relevant country.

The terms of any dispute or claim arising out of or in connection with them or their subject matter or function (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.