

## Terms and Conditions of Membership Survey 2025 Prize Draw

The HELOA Membership Survey 2025 will close on Friday 2 May at 5pm. After this time, it will no longer be possible to complete the survey or enter the prize draw.

Following this, two members who have entered their membership number into the prize draw will be selected at random and will be notified by email of their successful entry, by 5pm on Friday 23 May 2025.

If you are contacted as a winner, you would need to seek approval from your line manager to accept the free place at National Conference 2026, as the cost of your travel (and any additional accommodation) will need to be covered by your institution. The place will be a full delegate package at the National Conference, held at Crowne Plaza Stratford-upon-Avon from Wednesday 14 January - Friday 16 January 2026. This will include accommodation for Wednesday 14 and Thursday 15 January. It will **not** be possible to change this to any of the other packages available for the National Conference.

This place is non-transferable and will be linked to the successfully drawn member. If they were to move institutions, then the free place would move with them. If they were to no longer be a HELOA member before the National Conference takes place in January 2026, then their free place would be cancelled, and another draw would take place.

Information on how to book this free place will be shared with successful members by the end of August 2025, ahead of the bookings opening for the conference. It will then be the responsibility of those members to ensure they book their place in sufficient time to ensure they can book sessions they would like to attend, and before the bookings close. HELOA cannot make any amendments for members who miss these deadlines, and unfortunately the free place would then be forfeited.

Members who are unable to accept their free place will need to let us know by Friday 31 October 2025 at 5pm, to ensure another member can be drawn and given the opportunity to attend.

For any questions regarding this process, please contact Alex Whitham, Vice Chair for Membership and Administration via: [membershipengagement@heloac.ac.uk](mailto:membershipengagement@heloac.ac.uk)