### **Terms and Conditions for Booking Meetings with Ports Through the Sustainable Ports Association**

These Terms and Conditions govern the booking and participation in meetings facilitated by the Sustainable Ports Association ("SPA"). By booking a meeting through SPA, you agree to the following:

#### **1. Scope of Service**

1.1. SPA acts as a facilitator, connecting interested parties with ports that are members of our network for discussions on sustainability and related initiatives.

1.2. SPA does not guarantee specific outcomes, agreements, or collaborations resulting from meetings.

#### **2. Eligibility**

2.1. Meetings can be booked by individuals or entities actively engaged in or supporting sustainable practices in port operations or related industries.

2.2. SPA reserves the right to decline meeting requests that do not align with its mission or the interests of its member ports.

#### **3. Booking Process**

3.1. Meeting requests must be submitted via the official SPA website or designated contact channels.

3.2. SPA will review your request and match you with an appropriate port representative.

3.3. Confirmation of the meeting, including date, time, and format (e.g., virtual or in-person), will be sent to the email provided during booking.

#### **4. Responsibilities**

4.1. **For SPA**:

* SPA will facilitate communication between parties and ensure both sides are informed about the meeting details.
* SPA is not liable for cancellations, rescheduling, or outcomes of the meeting.

4.2. **For Participants**:

* Participants must provide accurate and complete information during the booking process.
* Participants are expected to attend the meeting punctually and prepared to discuss relevant topics.

#### **5. Rescheduling and Cancellations**

5.1. Either party may request to reschedule or cancel the meeting with at least 48 hours’ notice.

5.2. SPA is not responsible for rescheduling or cancellations made directly between participants without prior notice to SPA.

#### **6. Confidentiality**

6.1. All information shared during meetings is subject to confidentiality, and participants agree not to disclose sensitive information without prior written consent.

6.2. SPA is not liable for any breach of confidentiality between participants.

#### **7. Code of Conduct**

7.1. Participants must act professionally, respectfully, and in good faith during all interactions.

7.2. SPA reserves the right to terminate participation for any party violating this Code of Conduct.

#### **8. Disclaimer**

8.1. SPA does not endorse or take responsibility for the actions, services, or statements of any port or participant involved in the meeting.

8.2. SPA is not responsible for any direct or indirect losses incurred as a result of the meeting.

#### **9. Disputes**

9.1. Any disputes arising from the meeting process must be communicated to SPA in writing.

9.2. SPA will attempt to mediate disputes but is not legally liable for resolving them.

#### **10. Governing Law**

These terms are governed by the laws of [Insert Jurisdiction]. Any disputes will be resolved under the jurisdiction of [Insert Location].

By proceeding with the meeting booking, you acknowledge and agree to these Terms and Conditions. If you have any questions, please contact us at membership@sustainable-ports.com