

FULL TERMS AND CONDITIONS FOR THE MACMILLAN EDUCATION 'MIND WORK EXPERIENCE' COMPETITION

Please read carefully and take all points into consideration.

1. The Promoter of the competition is Macmillan Publishers Limited, The Campus, 4 Crinan Street, London, N1 9XW, England ("Macmillan").
2. The competition is not open to employees or agents of Macmillan Publishers Ltd or any other company in the same group of companies as Macmillan Publishers Ltd or anyone else connected to the competition and/or their immediate family.
3. No purchase is necessary to enter the competition.
4. The competition is only open to entrants who are aged 18 years or above at the closing date of the competition. The focus of this competition is to provide an awareness into our language learning material and therefore it is suitable for people who are learners of English and who hold competency at CEFR levels A1 - C1, so that they can participate confidently in an English-speaking office environment.
5. No joint entries are allowed. Only one entry may be made per person.
6. Entries must be received before 9.00am (BST) on 30th November 2016. All entries must be submitted by email to: mindcompetition@macmillan.com. Sending an email is not proof that we have received your entry. We do not take any responsibility for entries that are lost or delayed or which are not received for any reason.
7. All entries must be viewable and legible to the judges. Entrants may be requested to reformat their entries if they cannot be viewed on receipt. Macmillan will not accept responsibility for any entries that are not received in the specified format, by the closing date.
8. Each entrant must submit their CV together with a covering letter which outlines why they would be a good candidate for the work experience together with a presentation on the following subject:
How has education changed in the past ten years and how do you see it changing in the next ten years?
9. The CV should be no more than 2 pages and the cover letter should be a single page. The presentation should be 7-10 minutes duration if it were delivered and consist of 6-10 slides with presenters' notes. The presentation can be supported by images, photos and videos. Presentations must only contain text, images and photos which are solely the original work of the entrant, or relevant acknowledgments and references should be included where applicable. Any people who appear in the images and photos must have given written consent to being involved in the competition. Macmillan will moderate all entries and reserves the right to reject entries which are technically unacceptable, contain inappropriate material or breach any of these terms and conditions.
10. Entries that exceed the recommended word or duration limit will not be judged.
11. The CV and covering letter must be submitted in Word format. The presentation should be in PowerPoint or Prezi format with presenters' notes added. Large files can be sent via WeTransfer or any alternative used for such purposes.
12. Fifteen entrants will be selected to participate in online interviews with a minimum of two interviewers during the period from 5 January 2017 to 31 January 2017.
13. There will be three first prize winners. The first prize is ten days' unpaid work experience with Macmillan Education, part of Springer Nature, based in London (to take place over two consecutive weeks Monday to Friday, 9.30 – 5.30 BST). A Health & Safety induction will be given upon starting the work experience along with an orientation and introduction with a buddy system for the winners.
14. Included in the prize is one return economy class flight to a London airport from each winner's nearest international airport agreed in advance with us and accommodation for 14-16 nights (dependent on arrival and departure flight times) in a hotel on a bed and breakfast basis or other similar accommodation (minimum 3-star rating). The winners must arrange their own travel insurance for the duration of the trip and the two-week work experience period, as this will not be included. Flights, accommodation, meals and weekly travel cards from zones 1-4 will be provided by the Promoter to the winners. Any spending money the winning entrants may need will fall under the winners' own responsibility.
15. Entrants must have a valid passport and visa (if necessary) and be willing to travel and take up their prize of two weeks' work experience between 13 March 2017 and 13 April 2017 or between 24 April 2017 to 22 May 2017, subject to Macmillan Education's timeframes, but with sufficient notice provided to the winners. Macmillan cannot be responsible for winners who are denied visas or for any costs associated with obtaining them. Winners denied visas will not be offered alternatives.
16. If any of the winning entrants are already working for companies, it is their own responsibility to raise this with their employers. The Promoter will not have any involvement with the winning entrants' employer regarding the winners' time off from work in order to undertake the work experience.
17. There will also be 3 runners-up prizes of one-to-one coaching sessions with a specialist business trainer, which will take place online or over the telephone with a total period of 1.5 hours for each runner-up, across 3 x 30

- minute sessions as agreed with Macmillan Education and the business trainer, during the period February – March 2017.
18. The entries will be judged between 1st –24th December 2016 by a panel of representatives of Macmillan Education and an independent judge and the shortlisted interviewees will be informed by 30 December 2016.
 19. The winning entrants will be the ones which in the opinion of the panel best meet the entry criteria as follows:
 - a. CV and covering letter that shows the strongest application in terms of experience and reasons why the applicant wishes to enter.
 - b. The presentation that best answers the question: ***How has education changed in the past ten years and how do you see it changing in the next ten years?*** showing research into the topic and highlighting relevant information
 - c. The shortlisted interviewees who perform best at the interview and deliver their task presentation the most effectively during their online interview
 20. The runner-up entrants will be the three entrants, who in the opinion of the panel, next best meet the entry criteria.
 21. The judges' decision is final and we will not discuss their decision with you.
 22. The winners will be notified by email or by telephone within 30 days of the interview using the email address or telephone number provided. In the event of any prize not being accepted within 15 days of receipt of that email or telephone call, the relevant winner's entry will be deemed invalid and the Promoter reserves the right to award the unclaimed prize to the next winner.
 23. Prizes are not transferable or exchangeable and cannot be redeemed for cash. Macmillan accepts no responsibility for any variation in prize value following the commencement date of the competition.
 24. Macmillan and its associated agencies and companies will not be liable for any loss (including, without limitation, indirect, special or consequential loss or loss of profits), expense, damage, personal injury or death which is suffered or sustained (whether or not arising from any person's negligence) in connection with the competition or accepting or using any prize, except for any liability which cannot be excluded by law (in which case that liability is limited to the minimum allowable by law).
 25. Macmillan reserves the right to cancel or terminate the competition without giving advance notice or disqualify any entrant at any time and will do so if it cannot be guaranteed that the competition can be carried out correctly for technical or legal reasons or if Macmillan suspects that any person has been tampering with the entry process including if an automated entry or voting mechanism is used.
 26. Copyright of all text and images will remain with the copyright holder. By entering this competition the entrants confirm:- (i) that they are the owner of the entry submitted; (ii) their entry does not knowingly copy or infringe the rights of any other person; (iii) Macmillan is permitted without additional payment or permission to reproduce, use and make available their submitted entry in any print or electronic or online media anywhere in the world for any promotional or publicity purposes whatsoever including without limitation to carry out the competition in accordance with these terms and conditions; and (iv) to the extent permitted by law, that they waive all moral rights in their entry.
 27. The personal information entrants provide will be used by Macmillan for the purpose of conducting the competition in accordance with Macmillan's Privacy Policy. Macmillan may disclose entrants' personal information to its contractors and agents to assist in conducting the competition or communicating with entrants. Entrants accept that if they win, Macmillan will have the right, without additional payment or permission, to use their name and likeness for the purposes of announcing the winners of the competition and making available the winning entries on the Macmillan sites and social media. They may also be required to participate in post-event publicity to help profile the competition and the Mind brands on the Macmillan websites, Macmillan social media channels as well as in print material. This will include but is not restricted to writing a blog or filming a video blog and signing the necessary release forms to enable Macmillan to use these for promotional purposes.
 28. The three winning participants who take up their work experience prize will be required to sign our standard NDA (non-disclosure agreement).
 29. Each winner is responsible for any tax implications should any arise from winning a prize.
 30. The competition is void where prohibited by local law and entries from these countries will not be eligible to win the prize.
 31. Participation demonstrates acceptance of these terms and conditions. These terms are subject to English law.