

# ADVERTISING TERMS & CONDITIONS

## SUBMITTING ADVERTISEMENT REQUESTS

Job listings must be submitted to the UK Evaluation Society using the Post a Job form located here:

<https://www.evaluation.org.uk/jobs-tenders/submit-a-job/>

Tender opportunities must be submitted to the UK Evaluation Society using the Post a Tender form located here: <https://www.evaluation.org.uk/jobs-tenders/submit-a-tender/>

Advertisements remain live on our site until 23:59 on the closing date, or until the next business day thereafter. Advertisements with no closing date or a rolling closing date will be posted for no more than a period of 1 month.

Advertisements will be posted as soon as possible, ideally within 1 business day if no follow-up is needed. A confirmation email will be sent to the submitter when the advertisement is live.

## PAYING FOR ADVERTISEMENTS

Members can post job listings and tender opportunities on our website free of charge.

Non-members must pay £70+VAT per listing.

Effective 15 March 2024, jobs and tenders can no longer be invoiced.

**All paid-for advertisements must be paid via credit card and payment confirmation must be received by the UK Evaluation Society (via Stripe, our credit card processor), before an advertisement will be published on our website.**

Credit card processing is secure and handled using Stripe technology. Payment confirmation is automatically emailed to the email address supplied during the payment process. It is up to the customer to ensure the correct email address is provided.

## PROCESSING ADVERTISEMENT REQUESTS

Upon receipt of a job or tender request, a UKES staff member will confirm:

- the name and email address of the submitter match
- the membership status of the submitter
- all details in the advertisement request are clear and complete
- all attachments are formatted as PDFs

UKES staff will email any non-member submitters in order to provide:

- a link to the payment page, and
- a reference code authorising the payment in our system

**Do not make payment until you have been contacted by a member of the UK Evaluation Society staff on the [hello@evaluation.org.uk](mailto:hello@evaluation.org.uk) email address.**

Successful payments are processed and routed to UKES staff immediately after completing the transaction. Your listing will be posted to the website within 1 business day of receipt of the payment, but we will aim to process it the same day it clears.