



Lean Accelerator Programme Terms and Conditions

BETWEEN:

London School of Economics and Political Science (LSE)	("the Institution")
Participant's name	[INSERT PARTICIPANT'S FULL NAME] ("the Participant")

IT IS HEREBY AGREED AS FOLLOWS –

1. THE PROGRAMME

- 1.1. The Lean Accelerator Programme ("**the Programme**") is a 6-week virtual accelerator programme for LSE researchers, students and alumni. During the Programme each participant will develop a venture idea ("the **Idea**" and together with the other ideas submitted by participants on the Programme, "the **Ideas**").
- 1.2. The Programme consists of individual mentoring and a series of core training webinars designed to give participants the skills and experience to drive their idea forward (the "**Programme Stages**") as more particularly described in the Programme Events and Milestones in Appendix 1.
- 1.3. Throughout the Programme the Participant will attend, at the minimum:
 - 1.3.1. five core training webinars
 - 1.3.2. appointments with their individual mentor
 - 1.3.3. a pitching event
- 1.4. Each selected and admitted team into the Programme will be supported by up to £2,000 of funding, to be reimbursed for expenses related to market research, subject to clause 4.
- 1.5. At the end of the Programme, at the Awards Event, the Participant will compete with other participants for a total of £5,000 in prize money to support further venture development., the judging panel will have discretion over the size of each prize.
- 1.6. By accepting the offer to participate in the Programme (the "**Offer**"), the applicant confirms that they have read and understood these Terms and Conditions and agrees to be bound by them.
- 1.7. If the Participant has entered the Programme together with one or more individuals as a team, the Institution will make a separate Offer to each person who is part of that team.

2. THE OFFER

- 2.1. The Offer is personal to the Participant and the Participant cannot assign or transfer any of their rights or obligations under it.
- 2.2. Participants cannot change or substantially alter their Idea after accepting their Offer, save for in accordance with clause 2.3.
- 2.3. If the Participant wishes to alter his/her Idea, they must obtain the prior written consent of the Institution's contact for the Programme. Such consent may be withheld and be subject to conditions.
- 2.4. If the proposed changes to an Idea would materially alter the Idea for which the Offer has been made, the Institution may decide to withdraw the Offer. At their sole discretion, before withdrawing the Offer, the Institution may suggest to the Participant alternative alterations which would not materially alter the Idea.

3. PARTICIPANT'S OBLIGATIONS

- 3.1. The Participant will:
 - 3.1.1. work diligently towards the Programme milestones as more particularly described in the Programme Events and Milestones in Appendix 1;
 - 3.1.2. attend all training sessions and events and any and all other training sessions and events relating to the Programme as communicated by the Institution from time to time;
 - 3.1.3. use reasonable endeavours to develop their Idea during the Programme including but not limited to describing the pain points to be addressed, identifying target customers in different segments, developing a lean canvas document, writing a preliminary business plan, identifying and attending industry specific events and meeting with potential stakeholders;
 - 3.1.4. not knowingly and deliberately break any laws and regulations which apply to its activities under or pursuant to these Terms and Conditions; and
 - 3.1.5. keep complete and accurate records of the work carried out in connection with the Programme and the progress made in developing their Idea.
- 3.2. If the Participant's Idea involves work with children, young people or other vulnerable groups, the Participant must complete a Disclosure and Barring Service (DBS) check. The DBS check results must be communicated to the Programme Liaison within 30 days of the Participant receiving them. The Institution will provide the Participant with further information on how to complete a DBS check. If (i) the Participant fails to complete the DBS check and/or (ii) to provide a copy of the DBS check results to the Programme Liaison and/or (iii) as a result of the DBS check the Participant is not allowed to carry out work with vulnerable groups, the Institution may at its discretion eliminate the Participant from the Programme.
- 3.3. When working on or visiting another Institution's premises, the Participant will comply with that Institution's health and safety and security policies and procedures and, when accessing or using that Institution's information systems, comply with that Institution's information security policies and procedures.
- 3.4. The participant will comply with the Institution's research ethics policies and procedures.
- 3.5. Both the Institution and the Participant agree to comply with their respective obligations under these Terms and Conditions.

4. EXPENSES

- 4.1. The Institution will reimburse:
 - 4.1.1. The Participant's reasonable travel expenses to meet potential investors and customers, provided that the Participant provides the Programme Liaison with travel receipts for the expenses claimed within 30 days of the relevant event taking place.
 - 4.1.2. The Participant's reasonable expenses in conducting market research such as focus group discussions, building prototypes or product mock-ups in order to validate business assumptions. The Participant shall keep all related receipts of reasonable expenses and claim the reimbursement within 30 days of each expense. No staffing costs will be reimbursed, including any expenses related to a third party service provider that is directly related to the Participant, financially or otherwise.
- 4.2. The Participant will keep complete and accurate accounts of his/her expenses incurred in connection to the Programme.
- 4.3. The Institution will not reimburse expenses incurred before these Terms and Conditions are signed by the Participant.
- 4.4. If the Participant is unsure of whether certain expenses can be reimbursed they must speak to the Programme Liaison before incurring such expenses.
- 4.5. If the Participant breaches any of its obligations under these Terms and Conditions:-

- 4.5.1. the Institution reserves the right to not reimburse any expenses incurred by the Participant; and
- 4.5.2. the Participant must, upon the Institution's request, reimburse the Institution for all expenses paid by the Institution to the Participant as at the day the breach occurs.

5. PRIZE

- 5.1. The Prize(s) are for the named winners only and cannot be given or transferred to any other person.
- 5.2. If the Participant wins a Prize, he/she acknowledges that they:
 - 5.2.1. they may only use the Prize in connection with and for the development of their Idea;
 - 5.2.2. they cannot be used on staffing costs, or on any third party service provider that is directly related to the Participant, financially or otherwise;
 - 5.2.3. must provide the Programme Liaison with regular updates of how the Idea has progressed and is being progressed after the Awards Event;
 - 5.2.4. must keep complete and accurate records of how the Prize money has been spent in developing the winning Idea and make such records available to the Institution upon request.
- 5.3. The Institution may withhold making any payment(s) of the Prize to the Participant (should the Participant win) until the Participant complies with the terms in this clause 5.

6. SELECTION OF THE WINNER

- 6.1. It is intended that there will be three winners selected at the end of the Programme. However, this is merit based and is at the discretion of the judging panel.
- 6.2. The winners of the Prizes will be the entries chosen by the judging panel at the Awards Event.
- 6.3. The judging panel will assess each Idea by considering (without limitation) the potential impact of each Idea, the business model developed by each Participant and each Participant's potential to develop the Idea after the end of the Programme.
- 6.4. The decision of the judging panel is final.

7. INTELLECTUAL PROPERTY

These Terms and Conditions do not affect the ownership of any rights, titles and interests in patents, rights in inventions, copyright, database rights, design rights, rights in respect of confidential information, know-how, trade secrets, trade marks, service marks, trade names, design rights, rights in get-up, semi-conductor chip topography rights, mask works, utility models, domain names, rights in computer software and all similar rights of whatever nature and, in each case: (i) whether registered or not, (ii) including any applications to protect or register such rights, (iii) including all renewals and extensions of such rights or applications, (iv) whether vested, contingent or future and (v) wherever existing (collectively, "**Intellectual Property Rights**") developed by the Participant before and throughout the Programme, consistent with the Institution's Intellectual Property Rights policy as amended from time to time.

8. PUBLICITY

- 8.1. When making public statements in connection to the Programme, the Participant must acknowledge the Programme and the Institution.
- 8.2. The Participant agrees that the Institution may use information about the Participant and the non-confidential information about the Participant's Idea in their publicity and promotional material at any time including after the end of the Programme.
- 8.3. The Participant commits to using all reasonable endeavours to act as an ambassador for the Programme, the ASPECT Collaboration and the Institution for the 12 months following the end of the Programme. Such endeavours may include without limitation: attending events (with travel

costs covered) outside of their city of residence and such other events communicated by the Institution from time to time.

9. DATA PROTECTION

9.1. For the purposes of this clause 9:

"Controller", **"Processor"**, **"Processing"**, and have the meaning given to those terms in the Data Protection Legislation, and **"Process"** and **"Processed"** are construed accordingly;

"Data Protection Legislation" means (a) any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction (as amended, consolidated, replaced or re-enacted from time to time) which relates to the protection of individuals with regards to the Processing of Personal Data and direct marketing to which a Party is subject, including without limitation the Data Protection Act 2018, the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003; and (b) any court or tribunal ruling, or code of practice or guidance published by the applicable Regulator or the European Data Protection Board, binding on a Party from time to time;

"GDPR" means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the Processing of Personal Data;

"Personal Data" shall have the meaning given in Data Protection Legislation and for the purposes of this Schedule shall include Contact Data, and shall include any special categories of personal data as described in Article 9 of the GDPR and any personal data relating to criminal convictions and offences, as described in Article 10 of the GDPR;

9.2. By accepting the Offer, the Participant agrees that their Personal Data will be shared with the Institution. The Participant hereby consents that the Institution and organisations working on their behalf may contact them for information in relation to the Programme.

9.3. The Participant acknowledges and accepts that the information and materials provided as part of the Programme may be displayed on the Institution's website. The information will therefore be accessible in countries outside of the European Economic Area which do not necessarily ensure adequate levels of protection for your rights and freedoms as a data subject, in relation to the processing of personal data.

9.4. The Participant's Personal Data collected and recorded during the Programme will only be used in relation to the Programme. The Institution collects the Participant's Personal Data during the Programme in order to:

9.4.1. communicate with the Participant throughout the Programme and in connection to the Programme;

9.4.2. compile statistical information for regulatory or business purposes; and

9.4.3. contact the Participant, subject to obtaining the Participant's prior approval, in relation to products and services that may be of interest to them.

9.5. Any Personal Data collected by the Institution during the Programme will be kept secure in accordance with the General Data Protection Regulation requirements. The Institution will not transfer the Participant's Personal Data to any third parties unless:

9.5.1. it has obtained the Participant's prior written consent;

9.5.2. the third party is a subcontractor or a member of the Institution's group of companies, who is processing personal data on the Institution's behalf securely and in accordance with the Institution's instructions; or

9.5.3. it is otherwise authorised under Data Protection Legislation.

10. ELIMINATION

10.1. If the Participant breaches their obligations under these Terms and Conditions, provides fraudulent information to the Institution, or otherwise acts in a fraudulent manner, the Institution



may (i) eliminate the Participant from the Programme; and/or (ii) may require the Participant to repay all or part of the expenses for which they have been reimbursed in accordance with clause 4; and/or (iii) may require the Participant to repay all or part of the Prize.

- 10.2. If the Institution discovers that the Participant knowingly and deliberately submitted an Idea that breaches a third party's intellectual property rights or that the Participant knowingly and deliberately submitted an Application Form which contained information that was incorrect or misleading in a material way, the Institution will eliminate the Participant from the Programme immediately and, if so, the Participant must repay (i) all of the expenses for which they have been reimbursed in accordance with clause 4, and (ii) the Prize, if the Participant has been selected as a winner in accordance with clause 6.

11. GENERAL

- 11.1. During the Programme, the Participant must not undertake any activity which might adversely affect the reputation of the Institutions.
- 11.2. In the event of force majeure (meaning events outside of the Institution's reasonable control), the Institution reserves the right to modify or cancel the Programme and/or Prize.
- 11.3. Failure by any party to enforce any of its rights at any stage does not constitute a waiver of those rights.
- 11.4. If any term of these Terms and Conditions shall be found to be void or contrary to law, such term shall be deemed to be severable from the other terms and provisions herein, and the remainder of the rules shall remain in effect.
- 11.5. These Terms and Conditions shall be governed by English law and the courts of England and Wales shall have exclusive jurisdiction.

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Signed

Date

Authorised Signatory

[FULL NAME OF PARTICIPANT]

Signed

Date



APPENDIX 1 PROGRAMME EVENT AND MILESTONES

PROGRAMME EVENTS

1. **Programme launch**
The Participant will attend the programme launch on Monday 5th October.
2. **Core training webinars**
Between October the 12th and November the 9th the participant will attend a series of five weekly core training webinars.
3. **Ongoing mentoring**
Ongoing mentoring appointments will be provided to all participants.
4. **Pitching event**

PROGRAMME MILESTONES

1. **Pain Points**
describing the pain points to be addressed
2. **Customers & Segments**
identifying target customers and influencers in different segments
3. **Customer/Market Validation**
meeting with potential stakeholders to validate assumptions about customers and market conditions
4. **Lean Canvas**
developing a lean canvas document
5. **Business Plan**
writing a preliminary business plan, referencing market/analyst reports