

## CONFERENCE REGISTRATION - TERMS AND CONDITIONS



1. **REGISTRATION AND PAYMENT** Submission of an online registration is regarded as a firm booking and acceptance of these terms and conditions. Payment will be accepted via the client registration website via credit card. Visa, MasterCard, Discover and AMEX are acceptable forms of payment. Conference registration includes attendance at the conference, plus food & beverage provided during the event. Unless otherwise specified, conference registration does not include hotel accommodation, parking, airfare nor ground transportation. Early bird registration rates, when applicable, will be posted on the site and relayed in all invitation communication. After this date, registration will be billed and paid at the full amount posted on the site.

2. **PRIVACY** The personal information supplied in connection with this booking will be held by the current event client as a record of attendees and parties expressing interest. By registering for this conference the parties concerned are agreeing that the conference organizers may use that personal information to contact them by email, direct mail, telephone or fax, in order to supply information relevant to this conference.

3. **CANCELLATION AND REFUNDS** 3.1. Any delegate wishing to cancel their booking must notify the client Events Team via the specified email on the registration site. A cancellation fee will apply to those who cancel a registration after the posted dates. Any cancellation fees associated with hotel reservations or ground transportation are at the personal expense of the conference attendee. Liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to the current client, event hosts or any other individual associated with the event organization. 3.3. In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to current client, event hosts or any other individual associated with the event organization. Under these circumstances, the conference organizers reserve the right to refund the fees paid minus a 20% admin fee plus any bank transfer fee incurred. Refunds will be issued post-event, based on the terms of cancellation.

4. **SUBSTITUTIONS** Substitutions may be made at any time. If you wish to substitute a delegate, you must notify the Events Team in writing at the earliest opportunity and at least 24 hours before the event begins at the posted events team email address.

5. **CHANGES AND POSTPONMENT** The client reserves the right to make alterations to the conference program, venue and timings at any time. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organizers shall not be liable for any expenditure, damage or loss incurred by the delegate. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organizers shall remain in force and will be subject to the cancellation schedule above.

6. **GENERAL** We reserve the right at all time to change, amend, add or remove any of the above terms without prior notice. If one or more of the conditions outlined in these Terms & Conditions should be or become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all participants of this event, including speakers, sponsors and exhibitors.