



IPAF PDS 2018 - South TERMS & CONDITIONS

These terms and conditions apply to the IPAF Professional Development Seminar (hereafter referred to as 'the event'), taking place on 30 October 2018 at the Needham House Hotel, Little Wymondley, Hertfordshire, SG4 7JJ, UK. This event is organised by IPAF. Registration is processed by IPAF, Moss End Business Village, Crooklands, Cumbria LA7 7NU, UK.

Registration

Participants register for the event through www.ipaf.org. Payment is made in GBP £ online by credit card or by invoice as part of the registration process. Fees paid by participants cover admission to the seminar, lunch and refreshments.

UK VAT

Admission to events, exhibitions and conferences in the EU is subject to VAT in the country where the event takes place. The event is located in the UK and UK VAT of 20% will be included. Details on reclaiming VAT can be found at: www.gov.uk/vat

Confirmation of Registration

A confirmation of registration will be sent to each registrant upon receipt of payment together with an invoice. Delegates are asked to bring proof of confirmation to the event.

Change of Participants

Organisations/companies may change the names of individuals on their booking until 27 October 2018 at no charge.

Cancellation Policy – Cancellation by the Participant

Participants can cancel their registrations until 30 September 2018. Until that date, payments already received will be refunded (limited to the amount paid by the participants). However, a fee of £50 GBP will be charged to cover administration and banking costs. Refunds will be processed after the event.

In case of cancellation after 30 September 2018, a 25% refund will be made.

In case of cancellation after 23 October 2018 or in case of no-show, no refund will be made.

Cancellation Policy – Cancellation by the Organiser

If the organiser cancels the event for any reason other than force majeure, registration fees are refunded to registered participants. However, refunds are limited to the amount paid by the participants. The organiser is not liable for any other loss or expenses incurred by participants as a consequence of the cancellation.

If the organiser cancels, postpones or relocates the event on account of fire, flood, riot, earthquake, civil commotion, decisions taken by the national and/or local authorities, weather conditions, strike, lock-out, labour disturbances, explosions, sabotage, accident, terrorism, war, acts of God, or any other causes or casualties beyond the control of the organiser, no refund shall be made. Participants waive all claims for damage in this case.

**Certificate of Participation**

A certificate of participation will be issued, by email, after the event. Certificates will only be issued to confirmed attendees, that have completed the feedback form via the event app (a paper copy is available on request) and have paid.

Marketing & PR

By attending the event and networking session, you are giving IPAF and its media partners permission to use photographs and/or footage of you captured during the event or networking session, for marketing and promotional purposes, including on social media. If booking on behalf of other people, you are confirming that you have gained their consent for this aspect of the terms & conditions.

Event App

By registering for the event, including the networking session, you are giving IPAF permission to list your name, company and job title on the event app. This information is displayed on the event app and can be accessed by all delegates. If booking on behalf of other people, you are confirming that you have gained their consent for this aspect of the terms & conditions.

Please ensure that you have read the general terms and conditions. By submitting the booking form, you are accepting the general terms and conditions stated above.