

Event Delegate Terms & Conditions

1. **Payments**

All bookings made prior to the conference must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipt of payment will be sent. If payment is not made at the time of booking, registration will be provisional. Bookings received less than two weeks before the conference date can only be booked online and paid for using a debit or credit card.

2. **Early Bird Rate**

In order to qualify for any 'early bird' rates, booking and direct payment or a cheque must be received before the deadline date listed in the conference marketing material. Inclusive offers cannot be split between two people.

3. **Substitutions & Cancellations**

Delegates may nominate an alternative person from their organisation to attend up to 24 hours prior to the start of the event, at no extra charge assuming that the substitute person holds the same membership status or additional fees may be required. Should substitution not be possible, cancellation charges apply as follows:

8 weeks or more prior to start of event: 10% of the delegate fee

4 to 8 weeks prior to start of event: 50% of the delegate fee

4 weeks or less prior to start of event: 100% of the delegate fee

All substitutions and cancellations must be received in writing.

4. **Access Requirements**

Delegates should advise of any special access requirements at the time of registration.

5. **Registration Information**

Registration information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email to info@cmsuk.org.

6. **Alterations to Programme - Cancellation/Postponement of Event**

1. CMSUK reserves the right to make alterations to the conference programme, venue and timings.

2. In the unlikely event of the programme being cancelled by CMSUK, a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.

3. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.

4. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule in paragraph 3.

7. **Speakers**

Views expressed by speakers are their own. CMSUK cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

8. **Photography & Filming**

For promotional purposes, there may be a professional photographer and video production taking place during the conference. Delegates who do not wish to be filmed or recorded should advise the organisers by email to info@cmsuk.org prior to the event.

9. **Data Protection**

By submitting registration details, delegates agree to allow CMSUK and companies associated with the conference to contact them regarding their services. Delegates who do not wish to receive such communications please email info@cmsuk.org. The contact details of registered delegates will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

10. **Insurance**

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the conference. CMSUK cannot be held liable for any loss, liability or damage to personal property.