

AAIA SW One Day Conferences,

TERMS and CONDITIONS

Please make certain that you have read and understood these Terms and Conditions before you make a booking. By making a booking you are deemed to have read, understood and accepted them.

1. Booking

- Before booking onto this conference, delegates should ensure that they have read the conference programme at www.aaia.org.uk in order to establish that it will meet their needs.
- Any special dietary requirements and /or access requirements must be notified on the booking form.
- On receipt of the completed booking form a place will be reserved for the delegate.
- An email detailing joining arrangements will be sent to each delegate two weeks before the event.

2. Conference rates, invoices and payment

- Invoices will be sent by email to each delegate. Delegates are asked to check that their email address and preferred telephone number are correct on the booking form as these details will be used for all future communications with them.
- **All bookings must be made by midnight on closing date for applications.**
- All bookings must be paid for before **the actual date of the event.**
- Payment must be made in full through the shopping cart. Please make sure that the invoice number is on any remittance advice sent with respect to a BACS payment. PO numbers, if required by delegate for payment, should also be included.
- **Please note:** the fees for the conferences represent excellent value for delegates; it is not possible to offer discounts to organisations booking multiple places.

3. Cancellations and amendments to bookings

Requests for cancellations must be made in writing to: jennyshort@inspir-ed.net

Cancellations will be subject to the following fees:

Calendar days' notice before the conference start date	Refund applicable on cancellation
More than 28 calendar days	50% of the conference fee
15 – 28 calendar days (inclusive)	30% of the conference fee
Between 1 and 14 calendar days (inclusive)	No refund will be given

In the event of a delegate failing to attend the conference, the conference fee is **non – refundable**.

- In the event of there being insufficient numbers booked onto the conference, AAIA reserves the right to cancel.
- In the event of cancellation by AAIA, delegates will be informed before the conference is due to take place.
- AAIA cannot accept liability for any consequential loss arising from cancellation and shall have no liability to reimburse any other costs that may have been incurred, including supply costs.

4. Conference content and provision

- The conference programme is correct at the time of publication on the AAIA website. However AAIA reserves the right to substitute speakers, change the content and/or alter stated provisions at any time should circumstances arise that make any of these adjustments necessary.
- Meals and refreshments (as shown in the programme) will be provided,

5. Delegates' personal effects

- Delegates are responsible for the safety and security of their personal belongings, payment cards or cash whilst attending either conference. AAIA will not be responsible for the loss of or damage to personal possessions.