

1. Payments

All bookings made prior to the conference must be paid in full to guarantee registration.

2. Early Bird Rate

In order to qualify for any 'early bird' rates, booking and payment must be received before the deadline date listed in the conference marketing material.

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. 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.

6. Alterations to Programme – Cancellation/Postponement of Event

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

2. In the unlikely event of the programme being cancelled by Wellingtone Ltd, 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. Wellingtone Ltd 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 prior to the event.

9. Data Protection

By submitting registration details, delegates agree to allow Wellingtone Ltd and Wellingtone Recruitment Ltd to contact them regarding their services. Delegates who do not wish to receive such communications please contact us.

11. Insurance

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

12. Speakers Terms & Conditions

1. Wellingtone Ltd may use the speaker's name and presentation materials for promoting delegate attendance at the conference.
2. Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author. The papers must be objective and completely free of advertising and commercialism.
3. Wellingtone Ltd may audio and/or video tape the speaker's session and the recording may be reproduced and distributed as part of the overall conference materials. This allows delegates to view audio/video copies of presentations that they may have been unable to attend.
4. Wellingtone Ltd may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be distributed as part of the overall hand-out materials during the conference and after the event. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to the conference delegates.
5. Speakers who do not wish to give permission for the above terms and conditions, please contact Wellingtone Ltd before the commencement of the conference.