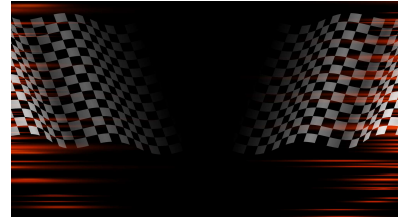


# Event Terms & Conditions



This Event is organized by **Wellingtone**, which reserves the right, in its sole discretion, to limit or deny access to any entity or individual. If access is denied by Wellingtone for any reason, payments collected will be promptly refunded.

## 1. Payments

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

## 2. Stepped Pricing

In order to qualify for any 'period specific' 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:

- I. 8 weeks or more prior to start of event: 10% of the delegate fee
- II. 4 to 8 weeks prior to start of event: 50% of the delegate fee
- III. 4 weeks or less prior to start of event: 100% of the delegate fee
- IV. All substitutions and cancellations must be received in writing

## 4. Access & Dietary Requirements

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

## 5. Alterations to Programme – Cancellation/Postponement of Event

- I. Wellingtone Ltd reserves the right to make alterations to the conference programme, venue and timings.
- II. 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.
- III. 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.
- IV. 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.
- V. If cancellation or postponement is due to Covid-19 restrictions, Wellingtone endeavour to satisfy all delegates with a no-nonsense ticketing clause including transfer options. More information for which can be found [HERE](#)

## 6. Covid-19

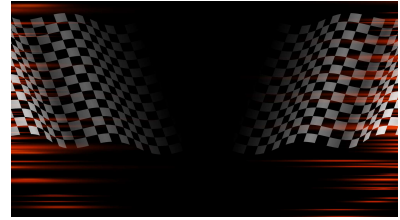
Wellingtone and the Novotel will endeavour to provide a covid-19 safe environment including but not limited to:

- Reduction of delegates to ensure adequate space for individuals to social distance as they see fit
- Removal of shared photo opportunity specific props
- Hand sanitiser points

## 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.

# Event Terms & Conditions



## **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 Wellington Ltd and Wellington Recruitment Ltd to contact them regarding their services. Delegates who do not wish to receive such communications please contact us at [info@wellington.co.uk](mailto:info@wellington.co.uk).

## **9. Insurance**

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

## **10. Speakers Terms & Conditions**

Will be provided to speakers as a separate document.