



March 2016

## Terms & Conditions for Delegates at Conferences,

### Active Working C.I.C.

#### 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 receipted invoice 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 paid by credit card.

#### 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.

#### Pricing Levels and Application Rejection

All booking applications must include a reference to the sector of interest in which the applicant is engaged. All applicants which are deemed to be suppliers of products or services to the office furniture or employee wellness sectors will be charged at the "Supplier" level and we reserve strict restrictions on these tickets. We reserve the right to selectively price the tickets as advertised. If Active Working C.I.C. deems that a booking has been made at the incorrect pricing we reserve the right to reject the application after we have received payment. In such instances we will notify the applicant and a 20% administration fee will be charged before providing a refund. If an applicant is unclear we advise them to contact [conferences@activeworking.com](mailto:conferences@activeworking.com) prior to booking.

#### Ticket Quotas / Restrictions

There will be severe limitations on the number of tickets available to Suppliers of products or services to the office sector. We reserve the right to vary these limitations as we deem necessary.

#### Substitutions & Cancellations

Substitutions and cancellations must be received in writing. 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: 25% of the delegate fee**
- **4 to 8 weeks prior to start of event: 75% of the delegate fee**



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

### **Alterations to Programme - Cancellation/Postponement of Event**

Active Working C.I.C. reserves the right to make alterations to the conference programme, venue and timings.

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

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.

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 *Substitutions & Cancellations*

### **Speakers**

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

### **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 [conferences@activeworking.com](mailto:conferences@activeworking.com) prior to the event.

### **Data Protection**

By submitting registration details, delegates agree to allow Active Working C.I.C. and companies associated with the conference to contact them regarding their services. Delegates who do not wish to receive such communications please email [conferences@activeworking.com](mailto:conferences@activeworking.com). 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.



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### **Websites & Links**

The conference and associated Active Working C.I.C. websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Active Working C.I.C. takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

### **Insurance**

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

### **Speakers Terms & Conditions**

Active Working C.I.C. may use the speaker's name and presentation materials for promoting delegate attendance at the conference.

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.

Active Working C.I.C. may audio and/or video tape the speaker's session and the recording may be reproduced and sold as part of the overall conference materials. This allows delegates to purchase audio/video copies of presentations that they may have been unable to attend.

Active Working C.I.C. may reproduce copies of the speaker's presentation (e.g. PowerPoint slides or supporting hand-outs) on paper and/or electronically and these may be sold 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.

Speakers who do not wish to give permission for the above terms and conditions, please email [conferences@activeworking.com](mailto:conferences@activeworking.com) before the commencement of the conference.

If you have any questions about these Terms & Conditions, please contact -

Conference Secretary - Active Working C.I.C, Unit 6 Sycamore House, Langdon Park, Teddington, TW11 9PE

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