

IATEFL Annual Conference and Exhibition Terms and Conditions



These are the terms that govern your attendance at, and/or participation in, the IATEFL Annual Conference and Exhibition. By booking for the conference you are agreeing to these terms, which form a legal contract between IATEFL and the registered participant. If you are booking on behalf of another delegate, it is your responsibility to ensure that the person attending is aware of these terms, and understands and accepts them.

IATEFL reserves the right to modify these terms and conditions at any time. Please see the conference website (<https://conference.iatefl.org/terms.html>) for the most up-to-date version.

1. The Conference

- I. Payment of the conference and/or PCE fees entitles you to admittance to the sessions on the days and times you have booked and paid for. All other costs associated with your attendance (including, but not limited to, any travel and accommodation expenses) shall be borne solely by you; IATEFL is not liable for such costs.
- II. Entrance to the Exhibition is free of charge; no delegate badge is required for admittance.
- III. IATEFL reserves the right to alter any or all aspects of the conference (including, but not limited to, the conference name, content, programme, presenters, venue and time) without liability to delegates for expenses that may have been incurred.

2. Booking & Attendance

- I. To receive the early bird discount, booking and full payment must be made no later than 16:00 (UK time) on 10 January 2019. The conference fees will increase to the standard rate from this point.
- II. The deadline to book online for the conference and PCEs is 16:00 (UK time) 19 March 2019. Any bookings not made by this time must be made and paid for onsite at the Registration Desk.
- III. Bookings made online can be paid for at any time either online, by bank transfer or by calling IATEFL Head Office. It is also possible to pay for your online booking onsite at the Registration Desk.
- IV. Payment of conference fees must be made in full before admittance to any conference sessions or events.
- V. Any payments made in advance of the conference must reach IATEFL before your arrival at the conference venue. If your payment is not received by IATEFL by this time, you may be charged again.
- VI. If a company or institution is paying on behalf of a delegate, it is the delegate's responsibility to ensure payment is made in time. If an invoice is required by the company or institution, it must be requested in time for the payment to be received by IATEFL no later than 1 March 2019.
- VII. A valid membership number must be submitted at the time of booking to receive the member discount. If you do submit a conference booking without your membership number please contact IATEFL Head Office, before you make payment, to amend your booking.
- VIII. If you book for individual days and subsequently find that the price of the full conference is cheaper please contact IATEFL Head office, before you make payment, to amend your booking.
- IX. If you have booked for individual days you will only be able to attend sessions and events on the day(s) you have booked for. If you would like to attend an additional day, please contact IATEFL Head Office before 16:00 (UK time) 19 March 2019. Any amendments after this time will need to be completed onsite.
- X. The details you supply on your booking form will be used to create your delegate badge. If you find any of the details you supplied to be incorrect please contact IATEFL Head Office. Changes to your badge information after 16:00 (UK time) 19 March 2019 will incur administrative charges (see section 5).
- XI. If you misplace your badge whilst at the conference, please go to the Registration Desk where we will be able to print you a replacement. This will incur a £10 reprint fee.
- XII. Only the named delegate can collect their badge. Badges may not be used by anyone other than the named delegate to gain access to sessions and events.
- XIII. If the named delegate is not able to attend, the badge cannot be transferred to another individual unless notice is given to IATEFL Head Office by Wednesday 27th March 2019. Administrative charges will apply for such changes (see section 5).

- XIV. IATEFL reserves the right to request your removal from the conference if IATEFL considers your presence and/or behaviour to create a disruption or to hinder the conference and/or the enjoyment of the conference by other attendees.

3. Pre-Conference Events (PCEs)

- I. The terms listed in sections 1 and 2 also apply to PCE delegates.
- II. PCE places are limited and your place is not guaranteed until full payment has been received.
- III. A PCE booking may be changed for an alternative PCE, subject to availability and the administrative charges listed in section 5. Changes to your PCE attendance must be requested by Wednesday 27th March 2019.

4. Conference Speakers

- I. For additional terms and conditions relating to conference speakers, please refer to the Speaker Guidelines (https://conference.iatefl.org/downloads/IATEFL2019_Speaker_proposal_guidelines.pdf)

5. Changes to your booking

- I. If you need to make a change to your booking or delegate information you must put your request in writing to the IATEFL Head Office by Wednesday 27th March 2019. After this date changes to your delegate badge information can be made onsite but no other changes will be possible (see table below for further details).
- II. If no payment has been made for your booking, no administrative charges will be incurred for changes made before 16:00 (UK time) 19 March 2019.
- III. Where payment has been made, or the online booking deadline has passed, the following charges will apply:

	Before 19 March 2019	After 19 March 2019	After 27 March 2019
Change to the delegate's badge information (name, workplace, day(s) of attendance)	No charge	£20	£20
Change of Pre-Conference Event	£10	£20	Cannot be changed
Change of delegate (where the delegate can no longer attend and another will come in their place)	£10	£20	Cannot be changed

- IV. All administrative charges must be paid in full before admittance to any conference sessions or events.

6. Cancellations, Refunds and Insurance

- I. Conference and/or PCE booking cancellations received on or before 1 March 2019 will incur a 50% cancellation charge on any fees paid.
- II. Conference and/or PCE booking cancellations received after 1 March 2019 will not be refunded.
- III. Any other refund requests must be made in writing to IATEFL Head Office and will be at their discretion.
- IV. IATEFL holds no liability should a specific event or session within the conference be cancelled.
- V. IATEFL cannot provide refunds, or be held liable for any costs incurred, due to any possible effects of the United Kingdom leaving the European Union. Such effects are outside of the control of IATEFL.
- VI. Fees paid for the IATEFL Conference may not be used to cover any other IATEFL fees.
- VII. IATEFL recommends that all delegates purchase appropriate insurance to cover any losses or cancellations.

7. Privacy Policy

- I. Any personal information submitted on your booking form will be used by IATEFL in accordance with the IATEFL Privacy Policy (<https://conference.iatefl.org/privacy.html>)
- II. If you allow your delegate badge to be scanned by a third party exhibitor during the IATEFL Conference, you agree for IATEFL to pass on your name and email address to the exhibitor and for them to contact you directly.

Terms and conditions last updated: 15 November 2018

All enquiries relating to these terms and conditions should be directed to conference@iatefl.org