



Method of payment:

Credit/debit card payments can be made online or over the phone by calling +44 (0)1795 591414

Alternatively you can pay by UK Bank Transfer to Barclays Bank

Ensure that all the bank charges are covered when making your payment; IATEFL cannot cover any shortfall on transactions received.

Account No **70127507**/Sort Code **20-17-92**

IBAN **GB72 BARC 20179270127507**/ SWIFT **BARC GB 22**

Terms and Conditions:

These are the terms that govern your attendance at and/or participation in the International Association of Teachers of English as a Foreign Language (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 it is your responsibility to ensure that the person attending is aware of these terms, and understands and accepts them, and by completing the booking you are warranting that you have made the attendee aware of these terms and that they have understood and accepted these terms. IATEFL reserves the right to modify these terms and conditions at any time.

1. Conference & Pre-Conference Event (PCE) Booking & Attendance:

- 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/or accommodation expenses) shall be borne solely by you and IATEFL does have not liability for such costs.
- II. IATEFL reserves the right to alter any and 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.
- III. To receive the early bird conference fee discount booking and payment must be made no later than 4pm (UK time) on the 12th January 2017.
- IV. After 4pm (UK time) on the 12th January 2017 the conference fees will increase to the standard rate and fee prices will not be back dated. Please see individual event prices for details.
- V. The deadline to book in advance for the IATEFL conference is 4pm (UK time) on the 15th March 2017.



- VI. Any bookings not made by 4pm (UK time) on the 15th March 2017 will have to be made and paid for on-site at the conference venue.
- VII. Payments for bookings made before 4pm (UK time) on the 15th March 2017 can be made at any time online, by BACS transfer or by calling the IATEFL Head Office.
- VIII. Any payments made in advance of the conference must reach IATEFL before your arrival at the conference venue.
- IX. If your payment is not received by IATEFL before your arrival at the conference venue you may be charged again.
- X. PCE places are limited and your place is not guaranteed until full payment has been received.
- XI. A PCE booking may be changed for an alternative PCE but this is subject to availability.
- XII. Payment must be made in full before admittance. Outstanding fees can be paid on-site although there may be long queues.
- XIII. A valid membership number must be submitted at the time of booking to receive the member discount otherwise the booking will be charged at the standard rate.
- XIV. If you do submit your conference booking without your membership number please contact Head Office before you make payment to amend your booking.
- XV. The details you supply on your booking form will be used to create your conference badge. If you find any of the details you supplied to be incorrect please contact IATEFL Head Office no later than 4pm (UK time) on the 15th March 2017 to amend these.
- XVI. After 4pm (UK time) on the 15th March 2017 no changes can be made to the details on your booking and your badge will not be changed or reprinted on-site.
- XVII. Should you misplace your badge while 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.
- XVIII. Only the named delegate can collect their conference badge.
- XIX. If the named delegate is not able to attend the badge cannot be transferred to another individual.
- XX. Conference badges may not be used by anyone other than the named delegate to gain access to sessions.
- XXI. If you have booked for individual days you will only be able to attend sessions on the day you have booked for. Should you wish to attend another day please contact IATEFL Head Office.
- XXII. If you book for individual days and subsequently find that the price is cheaper for the full conference please contact IATEFL Head office before you make payment to amend your booking. If payment is made no refund will be offered.
- XXIII. No delegate will be allowed access to the IATEFL Annual Conference without any fees due being paid for in full first.
- XXIV. 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 or presenters.



- XXV. By attending the IATEFL Conference & Exhibition you acknowledge and agree to grant IATEFL the right at the conference to record, film, photograph or capture your likeness in any media and to distribute, broadcast, use or otherwise globally to disseminate such media without any further approval from you or any payment to you.

2. Conference Speakers:

- I. All presentation proposals for the conference in 2017 must be received no later than 4pm (UK time) on the 9th September 2016. No proposals will be accepted after this time.
- II. Payment of the conference fee must be made on or before 15th December 2016. Speakers that have not paid by this date will be removed from the programme.
- III. Speakers must inform IATEFL Head Office immediately if they can no longer present at the conference.
- IV. Speakers must arrive at the conference no later than 3 hours before their presentation start-time or their presentation may be cancelled.

3. Cancellations and Refunds

- I. Any refund requests must be made in writing to the IATEFL Head Office and will be at their discretion.
- II. Conference and/or PCE booking cancellations received on or before 1st March 2017 will incur a 50% cancellation charge on any fees paid.
- III. Conference and/or PCE booking cancellations received after 1st March 2017 will not be refunded.
- IV. Any refunds against bookings made and paid for by an IATEFL member without their membership number will be at the discretion of IATEFL Head Office and will be subject to administrative charges.
- V. Any refunds against bookings made and paid for individual days where the cost of the full conference is cheaper will be at the discretion of IATEFL Head Office and will be subject to administrative charges.
- VI. Any refunds made after the conference because payment was not received in advance of the conference and the delegate was subsequently charged again will be at the discretion of IATEFL Head Office and will be subject to administrative charges.
- VII. No refunds will be offered for cancelled sessions or events.
- VIII. Fees paid for the IATEFL Conference may not be transferred to a future IATEFL Conference, nor be used to cover any other IATEFL fees.
- IX. Fees paid may not be transferred to another person or association.

All enquiries relating to these Terms and Conditions should be directed to generalenquiries@iatefl.org