

Payment:

Payment must be received no later than 14 days from the date of invoice or at least 30 days prior to the event, whichever is sooner. Registrations received in the 14 days before the event must be accompanied with credit card payment. For delegates requiring visa letters, these will be issued upon receipt of payment.

Substitutions/Cancellations:

Any cancellation must be received in writing at least 28 days prior to the commencement of the programme. A cancellation fee of 22% will be incurred on all cancellations received before this time. After this date, we regret cancellations cannot be accepted and registrants will be liable for payment of 100% of the invoiced amount. Where payment has already been made, no refund will be given. A substitute delegate can be named at any time before the programme begins and no fees will be applied for this.

Important notes:

This booking form constitutes a legally binding contract. It may be necessary for reasons beyond the control of Clarion Events to change the content and timing of the programme, speakers, the date or the venue. In the unlikely event of the programme being cancelled, Clarion Events will issue a credit note or make a full refund but disclaim any further liability. Reservations will only be accepted on receipt of this form being completed and will be on a strictly 'first come, first served' basis. Accommodation is not included in the delegate fee. By submitting your details, you agree to the use of your personal information as set out in our Privacy Policy document (www.prepaid-conference.com/content/privacypolicy.pdf).