

Delegate and Speaker Terms and Conditions of Contract

Conditions of Contract: - In these Conditions of contract the following definitions apply:

“Company” refers to in > Professional Development

“Client” the organisation or individual entering in to contract with the company via the acceptance of these terms and conditions

“Event” a course, conference or summit delivered or organised by the company

“contract” the legal contract between the Company and the Client for the purchase and supply of a service in accordance with the terms within the conditions of contract.

“booking” the confirmation by a client of their purchase request and acceptance of our conditions of contract.

“Speaker” refers to the individual invited to teach, facilitate, chair, deliver a presentation or participate on a discussion panel

Section one: Delegate terms and conditions

1. Making a Booking

- 1.1 Bookings for an event can be made via email, telephone, online and by post.
- 1.2 The booking is deemed to be accepted when the Company issues written acceptance of the Booking at which point the Contract shall come into existence (Date of Commencement). A confirmation will be sent to the client within 24 hours of making a booking.
- 1.3 Where a Client makes a booking for one or more employees, then the Company’s contract is with the Client making the booking and not the individual delegates.
- 1.4 All delegates must observe and comply with these terms and conditions set out under the conditions of contract. A breach from any delegate will be treated as a breach by the client.
- 1.5 The conditions set out in this contract apply to the exclusion of any other terms that the client seeks to impose or which are implied by custom, trade or existing practice.
- 1.6 Registration Information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email.

2. Payments

- 2.1 The company shall invoice the Client in advance of the event or service provided. The Client shall pay each invoice submitted by the company in advance of the provision of the Services and no later than 14 days of the date of the invoice or before the delivery the event date
- 2.2 All Bookings must be paid in full to guarantee entrance to the Event.
- 2.3 Without limiting any other right or remedy of the company, if the Client fails to make any payment due to company under the Contract by the due date for payment (Due Date), The company shall have the right to charge interest on the overdue amount at the rate of four per cent per annum above the then current Barclays Bank Plc base rate accruing on a daily basis from the Due Date until the date of actual payment of the overdue amount, whether before or after judgment, and compounding quarterly.
- 2.4 The Client shall pay all amounts due under the Contract in full without any deduction or withholding except as required by law and the Client shall not be entitled to assert any credit, set-off or counterclaim against the company in order to justify withholding payment

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of any such amount in whole or in part. The company may, without limiting its other rights or remedies, set off any amount owing to it by the Client against any amount payable by the company to the Client.

3. Early Bird Rate and discounts

3.1 In order to qualify for any 'early bird' rate or 'discount', a booking and direct payment must be received before the deadline date listed in the conference marketing material. Inclusive offers cannot be split between two or more delegates. All bookings must state the relevant discount code at the time of booking.

4. Delegate Cancellations, Transfers, Substitutions and non-attendance

4.1 The Client shall have the right to cancel the Order within 14 days of booking

4.2 If the delegate is unable to attend an event and needs to cancel a booking, the client must let the company know in advance and in writing by email.

4.3 Bookings cancelled after the 14 day cancellation period will be chargeable at fee paid at booking.

4.4 Delegates may nominate an alternative person from their organisation to attend up to 7 days prior to the start of the event, at no extra charge assuming that the substitute person eligible for the Event. Should a substitution not be possible, cancellation charges will apply.

4.5 Where a Client is unable to make a course date, the client may transfer to another date free of charge on the first occasion if notice is provided 40 days prior to the commencement of the course. All subsequent transfer request will be charge at 50% of the course booking fee if notice is provided 14 days prior to the commencement of the course. Should notice not be received 14 days before commencement of the course, the full booking amount will be due.

4.6 Where no fee for attendance has been charged (complimentary place), the company reserves the right to administer a £50 cancellation charge to delegates who do not attend on the day of the event and have not notified the company in advance by in writing.

4.7 Where a delegate fails to submit an assignment or work requiring assessment as part of an accredited programme, before the specified deadline, a penalty fee of £500 maybe charged. This is to cover additional administration costs that will be incurred.

5. Alterations to Programme, Cancellation or Postponement of Event

5.1 The company reserves the right to make alterations to the conference programme, venue and timings.

5.2 In the unlikely event that the company needs to cancel an event, the company will refund any pre-paid booking fees. Liability will be limited to the amount of the booking fee paid. The Company shall not be liable for reimbursing the cost of travel or accommodation arrangements made by individual delegates.

5.3 If by re-arrangement or postponement the event can take place, the booking between the client and the company shall remain in force and will be subject to the existing Delegate Cancellations, Transfers, Substitutions and non-attendance terms set out under Section One, Clause 4.

5.4 If, for whatever reason, it is found necessary to postpone or change the date of the event, the company shall not be liable for any expenditure, damage or loss incurred by the client.

5.5 Speakers Views expressed at an event are their own. The Company cannot accept liability for advice given, or views expressed, by any speaker at the event or in any material provided to delegates and clients.

6. Special requirements

6.1 Delegates should advise of any special requirements at the time of Booking including; dietary, access and visual and audio support.

7. Photography, Filming and social media

7.1 For promotional purposes, there may be a professional photographer, videographer or live social media streaming taking place during the event. Clients and delegates who do not wish to be filmed or recorded and published on social media should advise the company in advance and in writing.

8. Data Protection and Personal data

8.1 In Professional Development is the Data Controller and Data Processor of any personal data you supply. The personal data you supply will be used to process your booking.

8.2 By submitting registration details, delegates agree to allow the company, sponsors, speakers and partners associated with the course or event to contact them regarding their booking.

8.3 We may use personal details, provided by registered delegates, in the production of course materials and literature including course materials, joining instructions and delegate attendee lists.

8.4 Delegate Attendee Lists may be provided to course or event speakers, supporters, and sponsors for the purpose of event administration, safety, networking and activity deemed necessary for the successful delivery of the course or event.

8.5 You will receive delegate and customer communications (by e-mail, telephone, SMS, post) in connection with your booking, from time to time we will let you know about additional offers and promotions related to your booking that we think may be of legitimate interest.

8.6 We do not pass data to any third party without consent. However, please note that by registering for an event or course you consent to us processing your data to enable us to deliver the service you have purchased. This may involve passing your details on to our partners including trainers, speakers, facilitators, tutors and partner educational providers

8.7 You have the right to object to your data being used for specific purposes. If you have a specific objection, please email us at info@inpd.co.uk with the subject line 'Data protection'.

8.8 Our full Data Protection and Privacy Policy can be downloaded from our web site www.inpd.co.uk/yourdata

9. Insurance

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

10. Force Majeure

10.1 The Company is relieved of all its obligations if any act is outside the company's control and impact the company's ability to deliver the event including acts of god, danger of war, fire or severe disturbances affecting the organisation, venue or its suppliers.

11. Admission and right of entry

- 11.1 The Company reserves the right to refuse admission and to remove persons from the premises for any reason where necessary. The Company may also have to conduct security searches to ensure the safety of persons at the Event.
12. Revisions
13. The Company reserves the right to revise these Conditions at any point.

Section Two: Speaker terms & conditions

1. Data Protection and Personal data
 - 1.1 The company may use a speakers personal data, including the speaker's name, company, work related background and presentation materials for promotional and administration purposes in relation to the event.
 - 1.2 By agreeing to speak at a course or event you are consenting for us to process your data for what is deemed necessary and or appropriate to deliver that specific event or course.
 - 1.3 You have the right to object to your data being used for specific purposes. If you have a specific objection, please email us at info@inpd.co.uk with the subject line 'Data protection'.
 - 1.4 Our full Data Protection and Privacy Policy can be downloaded from our web site www.inpd.co.uk/yourdata
2. Materials
 - 2.1 Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the speaker. All documentation and papers must be objective and completely free of advertising and commercialism.
 - 2.2 The company may audio, video, photograph or live stream speaker presentations and speaking sessions. These recordings may be reproduced and sold as part of the overall event materials and additional commercial activity. This allows delegates to purchase audio/video copies of presentations that they may have been unable to attend.
 - 2.3 The company may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be sold as part of the overall hand-out materials during 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 event to delegates.
3. Intellectual Property
 - 3.1 Speakers own all Intellectual Property in the Content and materials provided in or used to support your presentation and nothing in these terms transfers any Intellectual Property to the company. In order for the company to obtain the full benefit of your Presentation, Speakers grant the company an indefinite licence for use of the material delivered at the agreed event.
 - 3.2 Speakers are responsible for obtaining all necessary consents, permissions and/or licences for the making available and distribution of Content under these terms. Speakers will indemnify and keep us indemnified at all times against any and all actions, claims, proceedings, costs and damages, and all legal costs and other expenses reasonably incurred

by us, or for which we may become liable, with respect to any Intellectual Property Rights infringement claim relating to or arising out of the Content, materials or Presentation provided.

4. Speaker Cancellations and Substitutions

4.1 If, for whatever reason, it is found necessary for the Speaker to cancel to or provide a substitution, notice must be given 30 days prior to the commencement of the event and permission sought for any substitution.

4.2 Should the any cancellation or substitution result in a commercial loss for the Company, the Client would be liable for any expenditure, damage or loss incurred by the Company

5. Alterations to Programme, Cancellation or Postponement of Event

5.1 The Company holds the right to cancel or postpone any event with up to 7 days' notice prior to the commencement of an event if:

- a. It is the company's view that there are insufficient numbers of Delegates sign up to attend the Event
- b. It is the company's view that the Event is no longer practicable or financially viable for whatever reason.

5.2 If, for whatever reason, it is found necessary to cancel, postpone or change the date of the event, the company shall not be liable for any agreed fee, expenditure, damage or loss incurred by the speaker.

5.3 Speakers who do not wish to give permission for the above terms and conditions, please inform the company before agreeing to speak detailing your objections and reasons.

6. Revisions

6.1 The Company reserves the right to revise these Conditions at any point

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