

Terms and Conditions: Entries

The entrant's submission should refer to projects and work undertaken by the entrant from June 2018 - June 2019. Entries received after the closing deadline of midday on Friday 7 June 2019 will not be considered without the prior agreement of LNUK. The Organisers reserve the right to extend the closing deadline.

You will be informed by email in August, if you have been shortlisted. The shortlist will be published on this website on 2 September 2019 and in the October issue of the journal *Family Law*. The announcement of the winners will be made at the Family Law Awards, taking place on Wednesday 27 November 2019 at The Ballroom South Bank, London. The Family Law Awards is a paid for event and all attendees, including shortlisted entrants, will need to purchase tickets.

The shortlist and the winners of the non-Community Awards will be selected, based on the material provided, by the judging panel (details of which are available at <https://www.familylawawards.com/ehome/familylawawards2018/judges>). The judges' decision is final. No correspondence will be entered into. Winners of the Community Awards (Clerking Team of the Year, Family Law Commentator of the Year and Family Law Chartered Legal Executive of the Year) will be determined by a vote open to the family law community via this website. Voting will open on 2 September 2019 and close at midday on 18 October 2019. Only one vote may be submitted per award category. Duplicate votes will be deleted and could lead to their original vote being discounted. We use electronic verification tests to help us detect possible duplicate votes.

All shortlisted organisations will be asked to submit a photograph and or logo to be used at the event. Submission of such photograph and/or logo shall be deemed as a licence granted by you to us to use them.

For each award category, you may submit four points addressing why you/your organisation should win the selected award, using a maximum limit of 1,000 words. Please read the award criteria carefully before submitting your entry.

You have the option to upload a maximum of 2 supporting documents that contain client testimonials or reference to any reported cases that you feel will support the application. These do not contribute to the overall word count. Any confidential information included to support your entry must be clearly marked as such.

It is the entrant's responsibility to ensure they have (written) permission and appropriate licences from any owner of the supporting material they are wishing to upload. This includes:

- literary works such as articles, stories, journals, or computer programs
- pictures and graphics
- blueprints of architecture
- plays and screenplays
- audiovisual recordings such as movies
- sound recordings
- PowerPoint presentations

Terms and Conditions: Table Bookings

Confirmation

- All bookings will be confirmed within four working days ('Registration Confirmation'). By booking your tables(s)/place(s) at the Event as set out in your Registration Confirmation you are entering into a binding agreement. If you do not receive your Registration Confirmation within this time, please contact [Linda Blaker](#) or +44 (0) 208 652 3304.

Payment

- Bookings may be paid by credit card at the time of booking; otherwise we will invoice you. Payments must be received by Reed Business Information Ltd within 28 days of the invoice date or by close of business five working days before the Event, whichever is the earlier.
- Tickets for the event will not be issued until payment has been received in cleared funds.

Special requirements

- Special dietary requirements: A form will be sent. Simply complete and return as instructed on the form. This form must be received within 2 weeks prior to the event, otherwise charges will apply and it may not be possible to take care of the specific requirements of any guest. Kosher meals are available at an additional charge of £120.00 + VAT per guest. This charge will be invoiced to your table host before the event. Ten working days prior notice is required for Kosher meals to be ordered.

Lighting and special effects

- It is the table booker's responsibility to inform guest(s) that special effects, including strobe lighting, may be used on the night.

Photography and filming

- Official event photographers may be taking photographs and filming videos at the event.
- Anyone attending the event consents to such photography and filming without compensation and confirms that the organisers shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing conferences in the future, for exploitation in any and all media, without liability.
- No other photography or filming will be permitted at RBI organised events without the prior written approval of the organisers.

Alterations

- It may be necessary for reasons beyond our control to alter the venue or the date of the event. We will give you as much notice as we can and your booking will be transferred to the new venue or date.

Attendees

- It is the table booker's responsibility that no persons under the age of 18 attend the function or enter the function room at any stage during the event.
- You hereby accept liability for all your/your guest(s) acts or omissions at the Event venue and undertake to indemnify us and keep us indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against us or incurred or become payable by them arising there from or in respect thereof including any legal costs and expenses and any compensation costs and disbursements paid by us on the advice of Counsel to compromise or settle any such claims.
- Anyone attending the Event must not be involved in any activity which may disrupt conference. Such activity may include participating in demonstrations, objectionable behaviour or wearing offensive apparel. The Organisers reserve the right to exclude or remove anyone from the Event and venue who does not comply with this policy or who they reasonably consider is likely to break these rules or who is prohibited from attending under any applicable sanctions, laws or regulations.

Cancellations

- Cancellations must be made in writing to [Linda Blaker](#). If you cancel on or before 27 September 2019 we will refund your booking fee less an administrative charge of 25%. If you cancel after 27 September 2019 no refund will be given.
- If we cancel the function we will refund all booking fees paid. We do not, however, accept liability for travelling, accommodation or any other expenses incurred as a result of any cancellation or postponement of the event.
- Our liability for loss or damage incurred as the result of cancellation or postponement of the event is limited to the amount of your booking fee.
- These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute.

Linda Blaker
Reed Business Information Limited
Quadrant House, H3
The Quadrant
Sutton
Surrey SM2 5AS
UK
Tel +44 (0) 20 8652 3304
Email: linda.blaker@reedbusiness.com

Please note

- The promoter is Family Law, a publishing imprint of LexisNexis©, a trading name of RELX (UK) Limited. The organizer is Reed Business information Limited (RBI).

Data Protection

At LexisNexis Legal and Professional we take your privacy seriously. As detailed in our Privacy Policy (<https://www.lexisnexis.com/global/privacy/en/privacy-policy-uk.page>) we will use your personal information to administer your account and provide the products and services that you have requested from us.

We may contact you with details of other LexisNexis products, services and events we believe you may be interested in as a result of your relationship with us. You can amend your communication preferences via our Privacy Centre: <https://www.lexisnexis.com/global/privacy/en/privacy-center-us.page>.

When processing personal data we will comply with all Data Protection Laws:

- (i) Data Protection. "Data Protection Laws" means all data protection laws and regulations, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("GDPR") from May 25, 2018, and any implementing, derivative or related legislation, rule or regulation of the European Union ("Union"), a Union member state ("Member State"), or the United Kingdom ("UK"), applicable to the processing of personal data under the Agreement. The lowercase terms "controller", "data subject", "personal data", "personal data breach", "processing", and "processor" will have the meanings ascribed to them in the Data Protection Laws, and where the relevant Data Protection Laws use the term 'personal information', 'data controller' or 'data processor', they shall be read as personal data, controller and processor, respectively.
- (ii) To the extent that we act as a processor of personal data on your behalf, we will process such personal data in accordance with the Data Protection Laws and the Data Processing Addendum available at <http://www.lexisnexis.co.uk/en-uk/processor-terms.page>.

If you do not wish us to use your information for marketing purposes, please write to the Marketing Department at Lexis House, 30 Farringdon Street London, EC4A 4HH to inform us.