



The entrant's submission should refer to projects and work undertaken by the entrants from April 2019 - March 2020. Entries received after the deadline of Midnight on Friday 8 May 2020 will not be considered without the prior agreement of EG.

Winners will be covered in a future edition of EG magazine. Any confidential information included to support your entry must be clearly marked as such.

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.

Entry statements should be limited to 500 words.

Supporting material can be provided but should be limited to only highly relevant information of no more than 2 pages. Include financial statements, testimonials, press cuttings and other published materials only where they add considerable weight to the entries. Anything over 2 pages will not be passed on to the judges.

It is 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 Events.Registration@rbi.co.uk or +44 (0) 208 652 8845.

Payment

- Bookings may be paid by credit card at the time of booking; otherwise we will invoice you. Full payment must be received in clear funds by Reed Business Information Ltd within 28 days of the invoice date or by close of business five working days before the Event Date, 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 to the booker. 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 £130.00 + VAT per guest. This charge will be invoiced to your table host before the event. Three 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 carly.mcgowan@egi.co.uk If you cancel on or before 29 September 2020 we will refund your booking fee less an administrative charge of 25%. If you cancel after 28 September 2020 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.

Carly McGowan
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The Quadrant
Sutton
Surrey SM2 5AS UK
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These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute.

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