

## Terms and Conditions

**Confirmation:** If you do not receive e-mail confirmation of your booking within two working days please contact us to confirm the booking.

**Visa Invitation Letters:** If a Visa application is required, please request one at the time of making your delegate registration by answering 'YES' to the question under the Delegate details. A Visa invitation will then be issued to you by email. Alternatively please email Siobhan Abbott at [events.registration@rbi.co.uk](mailto:events.registration@rbi.co.uk) and request one.

**Insurance:** Delegates are advised to take out appropriate travel insurance. We accept no responsibility for travel, accommodation or other expenses incurred as a consequence of cancellation or postponement of the event. We accept no liability for any other loss, including incidental or consequential loss, in excess of the amount paid for the booking.

**Cancellation Policy:** All cancellations must be made in writing to:

Amy Weatheritt, Senior Operations Executive

Tel: +44 (0)20 8652 4610

E-mail: [amy.weatheritt@reedbusiness.com](mailto:amy.weatheritt@reedbusiness.com)

You may cancel one or more delegate place on your booking at any time. Failure to attend the event counts as a cancellation.

**Insurance:** Delegates are advised to take out appropriate travel insurance. We accept no responsibility for travel, accommodation or other expenses incurred as a consequence of cancellation or postponement of the event. We accept no liability for any other loss, including incidental or consequential loss, in excess of the amount paid for the booking.

**Alteration & Cancellation By Us:** It may be necessary to alter the venue and content of the event, or the timing of the programme. If we have to alter the date or location of the event this booking will be transferred to the revised date and these Terms and Conditions shall apply to the transferred booking.

These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute.