



Online Event Registration Terms and Conditions

PROSPEX 2020

General

- The PESGB takes bookings on a first come, first served basis.
- Those booking on an event must notify the office at least 14 days prior to the event date if they have any special requirements.
- Bookings made on the day of the event may be subject to an increased charge. Details of this will be found on the registration form.
- Late registrations (within 3 working days of an event taking place) and registrations made during the event cannot be guaranteed immediate access and other materials.
- All registrations must be paid for, in full, prior to the event.
- The PESGB reserves the right to refuse acceptance of any booking.
- We regret that we are unable to accept payments (including cheques) made in any currency other than sterling.
- Certain activities and events are restricted to PESGB members only and the PESGB retains the right to refuse bookings by non-members for these activities.
- The PESGB will not accept liability for any compensation claim arising from any cancellation of an event, or activity due to unforeseen circumstances.
- All those booking on PESGB activities are advised to make their own insurance arrangements and ensure that their own personal and accident insurance is in place.
- The PESGB reserves the right to introduce new charges for new bookings for events and activities prior to an event.
- These terms and conditions may be subject to amendment.

Offline registrations

- Please note that an additional administration charge of £5.00 per person will be added to all registrations not placed via the website to cover the administrative cost of processing.
- We are only able to take payment via invoice for group bookings larger than 10, and this will also incur the administration charge detailed above.
- Please note that an additional administration charge of £5.00 per person may be chargeable if you need to make any changes to your registration once it has been placed.
- We are unable to process any offline registrations, or make any changes to existing registrations, within 10 days of the event.

Cancellations and refunds

- Cancellations must be made in writing to PESGB (events@pesgb.org.uk).
- Refunds for cancellations made within refund deadlines below, will be made at the convenience of PESGB after the event has finished.
- 100% of registration fees will be refunded for cancellations received before **16 October 2020**. Cancellations after this date are **non-refundable**. In exceptional circumstances, a refund, less an administrative charge, may be given in the form it was paid at the discretion of the PESGB.
- If an event is cancelled by the PESGB for any reason a full refund will be given within 60 days of the cancellation date.
- Any name substitutions must be advised in writing to PESGB (events@pesgb.org.uk). The notice must include written confirmation of the name change by the person who made the original booking. Name substitutions must be confirmed at least 10 days prior to the event. For any name change requests received after this point, the PESGB will endeavour to make the change but reserves the right to charge an administrative fee of £5.00 to cover the unexpected cost.

Use of personal data

- For all virtual events, personal information provided as part of the registration process will be used to allow attendees to participate in the online services. By completing the registration process, you agree to PESGB using your information for these purposes, including uploading your details to 3rd party event platforms to create attendee profiles. Attendee profiles can be viewed by other registered attendees including exhibitors and sponsors, but attendees will have full privileges to edit their personal information and what is shown on the platform. Attendee profiles can be amended on the platform after signing in.
- PESGB will take photographs and/or recordings at events for marketing purposes. By attending an event, you are giving PESGB permission to use images in which you may feature. In addition, these images may be shared and stored on third-party platforms. Should you not wish to appear in any images, please notify PESGB via email on events@pesgb.org.uk
- Please note we may use your email address to advise you of future events, as fitting with our **Privacy Policy** (see separate link on event web page). If you wish to opt out of this, please email events@pesgb.org.uk