

CAPACITY BUILDING FOR CONSERVATION 2019

DEFINITIONS

These Terms & Conditions for delegates apply to every person registering as a delegate for the CAPACITY BUILDING FOR CONSERVATION Conference 2019 (CBC2019), to be held in London, UK from July 30 to August 1, 2019 (hereafter referred to as “the conference”), organised by Mark O’Connell (hereafter referred to as “the conference organiser” moconnell@glos.ac.uk). All references to a date or a deadline, mentioned in these terms and on other conference documents, refer to British Summer Time (BST).

CONFERENCE REGISTRATION

Only fully completed registration forms will be accepted. An invoice will be sent after the receipt of your registration, a confirmation of payment will be sent upon receipt of payment in full. If the full payment has not been received before the deadline indicated, the registration will be rendered invalid.

There are no special student fees for this conference.

The registration fee includes entry to all conference sessions.

Family members will not be allowed to enter the conference areas unless by prior arrangement.

The conference organisers cannot guarantee conference materials will be available for late registrations. All conference materials will be distributed on-site.

If the maximum delegate capacity is reached, the conference organisers reserve the right to refuse additional registrations.

REGISTRATION CONFIRMATION/RECEIPT

A registration confirmation/receipt will be sent by email after the registration, a related payment and any necessary documents have been received by the organiser. Delegates may be requested to present this registration confirmation/receipt at the registration counter as proof of their registration and payment.

METHODS OF PAYMENT

Payments should be made in advance and in GB Pounds Sterling. This can be done online via PayPal. Any other payment arrangements must be discussed with the organiser.

All bank fees and money transfer costs must be paid by the transmitter. Any negative balance will be collected on site. Indicate the registration number and the delegate’s full name as a reference on all bank transfers.

REGISTRATION NAME CHANGE

A handling fee of £10 will be charged for every name change to an existing conference registration. A new registration form for the substitute delegate should NOT be submitted. Name changes will be accepted by email indicating the old and new names including the required contact details.

CANCELLATION POLICY

Notice of cancellation (e.g. in case of sickness, lack of funding or any other personal reasons) must be made in writing by email to the organiser. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted. The cancellation will not be effective until a written acknowledgement from the organiser is received.

- Registration fees may be refunded as follows:
- Written cancellation received 4 months or more before conference = 75% refund

- Written cancellation received 3 months before conference = 50% refund
- Written cancellation received after June 15th 2019 = no refund

The date of the email receipt date or fax ID will be the basis for considering refunds. Please indicate your bank details on your written cancellation. Refunds will be made after the conference.

In the case of over-payment or double payment, refund requests must be made in writing.

No refunds will be granted for non-attendance without prior warning.

LIABILITY

By registering to the CBC2019 conference participants agree that neither the Mark O'Connell, ZSL or any member of the organising committee assume any liability whatsoever. The conference organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the conference organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The delegate shall take part in the conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing.

INSURANCE

Participants are requested to make their own arrangements for health and travel insurance. The conference fee does not include insurance.

CANCELLATION OF THE CONFERENCE

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, *etc.*

Under these circumstances, the conference organisers reserve the right to either retain the entire registration fee and to credit it for a future conference, or to reimburse the delegate after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties.

MODIFICATION OF THE PROGRAMME

The conference organisers reserve the right to modify the programme. No refunds can be granted in case of cancellation of speakers, lack of space in the conference room or any other incidents during the conference which are beyond the control of the conference organisers.

LOST NAME BADGE

The conference name badge must be worn at all times during the conference. Access to the conference venue will not be granted without the name badge issued by the conference organiser.

LETTER OF INVITATION

Individuals requiring an official Letter of Invitation from the conference organisers can request one via email to the organiser. To receive a Letter of Invitation, delegates must first register to the conference and submit any necessary data, as stated on the online form.

The Letter of Invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference, the registration and the attendance are the sole responsibility of the delegate.

VISA REQUIREMENTS

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

TRAVEL/HEALTH INSURANCE

As a part of a visa application, individuals must have travel-health insurance for the duration of their stay in the UK. This insurance can be obtained from any approved insurer. Individuals need to check with the responsible embassy/consulate for a list of approved insurers available in their country.

Individuals must have insurance for their entire stay in the UK and therefore are encouraged to ensure and pay for the correct number of days. The visa will only be given for the dates that are covered by the insurance policy, which need to relate to the travel dates.

DATA PROTECTION AND SHARING OF CONTACT DETAILS

The protection of your data and the observance of your right of informational self-determination with regard to the collection, processing and use of your personal data are important to us.

The organiser will collect and store all personal data for the preparation and execution of the conference. In order to facilitate border entry and visa applications, the organisers may have to share contact details of concerned delegates with UK immigration authorities.

The organisers periodically performs e-mailings to delegates, but never on behalf of third parties, and email contact details of delegates will not be passed on to third parties.