

## FLOODrisk 2008 - Registration Terms and Conditions

### Booking Conditions

Confirmation will be sent to the delegate ("you") on receipt of your booking. If you have requested an invoice one will be sent to you from HR Wallingford Ltd ("we" or "us"). Payment for the conference, associated facilities and all accommodation booked must be made before the conference date.

If payment is not made, before the conference date you will be asked to make payment on the first day of your attendance with a personal credit card. Admission may be refused by us in the event that you have not paid.

### Joining Instructions

Joining instructions will be issued by email one month before the start of the conference. We will not be held responsible for the non-arrival of registration information. If you have not heard from us within 14 days of the conference date, please contact the FLOODrisk 2008 Local Organising Committee - email [floodrisk2008@hrwallingford.co.uk](mailto:floodrisk2008@hrwallingford.co.uk), telephone +44 (0)1491 822389.

### Cancellations / Substitutions

Cancellations and substitutions must be made in writing.

In line with the booking policy of Keble College, we cannot offer refunds on accommodation reservations once these are booked (whether or not you have received confirmation and joining instructions from us) unless the cancelled rooms can be resold by us. This applies even if you cancel your booking over 12 weeks before the event or under any other circumstances.

If you cancel your booking over 12 weeks before the event your registration fee will be refunded, minus a £50 (plus vat) charge to cover administrative costs. Registrations cancelled between eight and 12 weeks before the event will receive a 50% refund of the registration fee, minus a £50 (plus vat) charge to cover administrative costs. Registrations cancelled less than eight weeks before the conference will not be refunded. Substitutions will be accepted at any time.

Bookings received less than two weeks before the conference date can only be paid by credit card. Non-attendance at the event will be considered a late cancellation and the full fee will be payable.

It may be necessary for reasons beyond our control to alter the content and the timing of the programme or the identity of the speakers.

In the event that the conference has to be cancelled you will be entitled to a full refund of your delegate fees. We will not be responsible for the reimbursement of any other costs incurred by you.

### Liability

We will not be responsible for personal injury to you unless such personal injury is caused by our negligence. You agree to indemnify us in respect of any liability for personal injury caused by your negligence which is incurred by us or our agents, contractors or any person attending the conference.

We will not be responsible for loss or damage to any of your property unless such loss or damage is caused by our negligence. You agree to indemnify us in respect of any liability for damage to property incurred by us or our agents, contractors or any person attending the conference

We shall not be liable to you for any loss or damage (whether direct or indirect) which may be suffered by you arising by reason of any circumstance or events beyond our control including but not limited to acts of God, war, riot, strike, lock-out, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, storm, leakage, shortage of or inability to obtain materials, failure of supply of electricity or telephone or compliance with any regulation, direction or request made by a Government authority.

### Conference Language

The official language of the Conference is English.

Please Note: Normal conference fees cover entrance to all sessions, printed book of abstracts and electronic papers, coffee/refreshment breaks, lunch, the welcome reception and the conference dinner. However, where stated, some special promotional sponsor / delegate offers may exclude some or all of these items. We are sorry that we are unable to accept provisional bookings.

### Data Protection

The personal information supplied by you when registering will be used by us to supply you with further details relating to the Conference. Your data will also be held on a database by us and may be used to send you information on related services and activities. We will not disclose your details to any other organisation outside of HR Wallingford Group. If you do not wish to receive details of HR Wallingford's services and activities contact [marketing@hrwallingford.co.uk](mailto:marketing@hrwallingford.co.uk).

### General

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising.

Submission of your booking constitutes a legally binding agreement. UK delegates may request an invoice and requests must be endorsed with either a purchase order number or by an authorised signatory. For your reference our VAT registration number is GB570039752.