

Delegate Terms and Conditions for Emap Networks' Events

General

1. This event (the "Event") is organised and managed by Emap Limited, a company registered in England and Wales with registration number 537204 and registered office at London House, Hampstead Road, London NW1 7EJ, United Kingdom ("Emap"). References to "us", "we", and "our" shall be construed accordingly.
2. All applications to book a delegate place at the Event, and where relevant all orders to purchase passes, tours and documentation are subject to these Terms and Conditions which shall apply to the exclusion of any terms imposed by you.
3. It may be necessary for reasons beyond our control to alter the advertised content, timing and/or location of the Event or the advertised speakers. We reserve the right to do this at any time.

Booking, Usernames & Passwords

4. You may book a delegate place at the Event, online, by fax, by post, by telephone or by emailing the filled in and scanned booking form. A priority booking code cannot be used in conjunction with any other offer. All bookings are subject to availability.

Fax:	020 7728 5299
Mail Address:	Emap Networks Customer Support Greater London House Hampstead Road London
Phone:	0845 056 8339 or 020 7554 5800
Email for scanned booking forms:	conferences@emap.com
Email for bank transfer remittance:	salesledger@emap.com

5. When you book a delegate place online or order conference presentations you may be given a unique username and/or password giving you access to an online website account. You must keep your username and password confidential as you are responsible for all activities on your website account. You shall immediately (a) email us at conferences@emap.com if you become aware of any unauthorised use of your username/password or website account; and (b) exit from your website account at the end of each session. We are not liable for any loss or damage arising from your failure to comply with these requirements.

Prices and Payment

6. Prices are set out on the booking form and Event website and may be subject to change from time to time. All fees are subject to local taxes where appropriate.
7. Where possible, please include payment with your booking. However, you may instead request an invoice. If the invoice date is 31 days or more before the Event start date full and cleared payment is due 30 days from the invoice date. If the invoice date is fewer than 30 days before the Event start date, full and cleared payment is due immediately.
8. Payment can be made either by:
 - Credit or debit card
 - Bank transferYou are able to transfer funds directly into our Nat West bank account:

Account Number: **39131807**
Sort Code: **60-00-01**
IBAN: **GB93 NWBK 6000 0139 1318 07**
Swift Number: **NWBK GB 2L** (for overseas customers)
Account Name: **Emap Support Services Ltd Conference Receipts**

Please quote your invoice and account numbers as reference. You must pay all bank charges.

If paying by bank transfer within 7 days of the event start date please email a copy of your remittance advice to salesledger@emap.com, or fax it to +44 (0)207 728 4030 in order to complete your booking.

9. Once your booking has been received you are liable for all outstanding payments for your delegate place, whether or not you attend the Event unless we notify you that your booking was not successful as the Event is full.
10. Payment must be made by the due date of any invoice, or if no invoice is requested, before the Event start date. If payment is not made accordingly, you may be refused entry to the Event, or at our discretion you may make payment using a credit card on the day. In accordance with Condition 9 above, if you fail to pay an invoice by the due date and do not attend the Event, you remain liable for the sums due under invoice.
11. The only exceptions to this will be Local Government and other Public Sector organisations who may provide Purchase Order numbers together with a copy of the original Order if, due to the Organisation's processes the specified methods of payment are not feasible within Emap's payment terms. The Order can be faxed, emailed or posted and received prior to the event to the contact details outlined in clause 4.

Cancellation Policy

12. Should you be unable to attend we welcome a substitute delegate attending in your place at no extra cost. Please notify us by email at: conferences@emap.com with the name and job title of both the registered delegate and the replacement delegate. Please note, payment details as above apply to both the original and substitute delegate.
13. If written notice of cancellation is received up to 61 days before the Event start date a credit voucher for the full payment will be issued, valid for 12 months, for part or full payment for any Emap conference. Alternatively, on your written request, we will refund 50% of the price of the delegate place. Regrettably no refunds/credit vouchers will be made for cancellations received 60 or fewer days before the Event start date or for non-attendance.
14. We shall not be liable to you for travel, accommodation or other costs if we are required to cancel the Event as a result of an event outside our control (including, without limitation, to acts of God, floods, lightning, storm, fire, explosion, war, military operations, acts of terrorism or threats of any such acts, any strike action, lock-outs or other industrial action and a pandemic, epidemic or other widespread illness).
15. All unpaid invoices remain due if we cancel the Event for any reason. Except as set out in Condition 13, we do not under any circumstances give refunds for delegate places, although we may where we deem it appropriate offer credit vouchers.

Documentation

16. All rights (including copyright and database right) in all presentations, documentation and materials published or otherwise made available as part of the Event (including but not limited to any audio-visual recording of the Event) ("Content") is owned by Emap or is included with the permission of the owner of the rights. No photography, filming, broadcast or other dissemination of the Content is permitted. You shall not distribute,

reproduce, modify, store, transfer or in any other way use any of the Content other than for your own personal and private use, and in particular you shall not:

- upload any Content into any shared system
- create a database of any Content
- include any Content in a website or on any intranet
- transmit or re-circulate any Content to any third party
- otherwise make any commercial use of the Content whatsoever;
- use Content in any way that might infringe third party rights or that may bring Emap or any of its subsidiaries into disrepute.

17. The Content does not necessarily reflect the views and opinions of Emap or any of its brands. Suggestions or advice contained in the Content should not be relied upon in place of professional or other advice.

18. Whilst Emap takes care to ensure that the Content is accurate and complete, some of it is supplied by third parties and Emap is unable to check its accuracy or completeness. You should verify the accuracy of any information before relying on it. The Content is provided on an "AS IS" and "AS AVAILABLE" basis without any warranties of any kind (express or implied). Emap hereby excludes to the fullest extent permitted by law all liabilities, costs, claims, damages, losses and/or expenses arising from any inaccuracy or omission in the Content or arising from any infringing, defamatory or otherwise unlawful material in the Content.

19. Emap reserves the right to suspend access to any of the online Content on becoming aware that any regulation, claim or condition or restriction in any part of the world may require it to do so, or which may expose Emap to any claim or liability.

Liability and Governing law

20. Emap shall not be liable under or in connection with these Terms and Conditions in contract, tort (including but not limited to negligence) or howsoever arising including for any loss of profits, business or goodwill, or for any indirect or consequential loss you may suffer or incur. Nothing in these Terms and Conditions shall restrict or exclude any liability that we have which cannot be excluded by law and in particular our liability for fraud, and death or personal injury caused by our negligence shall not be limited or excluded in any way.

21. If any term of these Terms and Conditions is held to be invalid or unenforceable, the remainder of these Terms and Conditions shall remain valid and enforceable.

22. These terms and conditions shall be governed by and construed according to English law and the parties submit to the exclusive jurisdiction of the English courts.