

## Delegate Booking Terms and Conditions

All correspondence will be sent to participants at the address specified on the booking form or over the telephone (this address will also appear on the official Participants list given out at the event).

- The completed booking form together with full payment must be sent to MAG. A confirmation of the booking will then be issued. Cheques should be made payable to the MAG company responsible for the conference or event (MA Music & Leisure Ltd, MA Business Ltd, Airport Publishing Network, MA Healthcare Ltd, George Warman Publications, MA Education Ltd or Master Travel. Returning the signed registration form or making a payment through the website constitutes a firm booking.
- Bookings may be made over the telephone but payment must be made in full by credit card. - The Company reserves the right to cancel a booking if payment is not made 6 weeks prior to the conference taking place. Any outstanding payment becomes the responsibility of the signatory made on the reservation form.
- Payment for any booking made within 6 weeks of the conference will still be due to the Company irrespective of whether the delegate attends.
- Should you be unable to attend, a substitute delegate may be able to attend. This must be received in writing one week prior to the conference.
- The Company reserves the right to change the conference speakers in case of illness or other conditions beyond its control.
- The Company does not accept responsibility for loss or damage to delegates own property and/or personal effects whilst at the conference. The Company does not accept any liability for loss or damage to personal effects caused by events beyond its control, including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.
- Speakers approached at time of print.

### Payment & Cancellation:

- Conference pass bookings made and paid before 1st June 2021 will be 100% refundable in the unlikely occurrence that the UK Government/local authority forbids the opening of public events within 28 days of the Symposium taking place. - In accordance with the booking Terms & Conditions, your booking is transferable but is cannot be cancelled if booked and/or paid after 1st June 2021.
- Please note, any substitutions will need to be qualified by our events team before their acceptance.
- Substitutions with less than 7 days to the event may not be accepted. - All bookings are due for payment 14 days from date of invoice.