

DELEGATE TERMS AND CONDITIONS

1. Definitions

- 1.1 In these terms and conditions, the following terms have the following meanings:
- “Company” The employer of the Delegate as named on the booking form.
 - “Delegate” Any person who attends the Healthy City Design 2020 Congress.
 - “Conference” The Healthy City Design 2020 Congress 12-13 October 2020.
 - “Organisers” SALUS Global Knowledge Exchange, a division of Sansom & Sansom Associates Ltd
 - “Package” The facilities offered during the Event to include conference sessions, meals and refreshments during session breaks.

2. Law and Jurisdiction

- 2.1 These terms and conditions shall be governed by and construed in accordance with English law and any disputes resulting from an interpretation of these terms and conditions shall be settled by UK court.

3. Applications to attend an Event

- 3.1 Applications to attend an Event must be made via the Healthy City Design 2020 Congress online registration page or the Organisers' official booking form, which must be completed in full. The Organisers may accept applications in writing, at their sole discretion, and on the understanding that these terms and conditions must be signed. No alterations to these terms and conditions can be accepted without the written consent of the Organisers.

4. Cost

- 4.1 The Conference will include all the facilities more specifically set out in the Contract.
- 4.2 The Delegate will be charged and will pay the venue directly during the Event for all goods and services not included in the delegate package.
- 4.3 The Delegate accepts that travel and hotel accommodation must be paid for by his or her Company. The organisers will not accept invoices or charges relating to delegates travel and accommodation.

5. Contract and Termination

- 5.1 On the acceptance of the official booking form or online booking by the Organisers, a contract relating to the Event will exist between the Organisers and the Company. In case of non-payment of any sum due from the Company, whether legally demanded or not, or of the breach, or non-observance, by the Company or the Delegate of any of these terms and conditions, or any regulations to be observed by the Company or the Delegate, the Organisers shall have right to terminate the contract and to refuse passage to the Delegate or attendance to the Event by the Delegate without prejudice to the right to recover all sums payable by the Company and all other claims against it, and any loss or damage sustained by the Organisers.

6. Withdrawal or Cancellation by Company Delegate

- 6.1 Any notification of withdrawal or cancellation by the Company and/or Delegate must be in writing and sent to the Organisers. Cancellation will be deemed to have occurred when written notification has been received by the Organisers.
- 6.2 The withdrawal of delegates causes the organisers a loss of earnings and therefore, cancellations are charged at the following rates:
- 50% of the delegate fee from 1 September 2020 to 1 October 2020 inclusive
 - 100% of the delegate fee after 1 October 2020
- 6.3 Cancellation of delegate pass results in 100% payment due with 30 days of receipt of the cancellation invoice

7. Payment terms

- 7.1 Payment Due 30 days from Invoice Date. Delegates booking by invoice or bank transfer option will not have rights to attend the conference until payment is made in full and will not be allowed to attend any sessions or functions at Healthy City Design 2020 Congress. Payments by bank transfer can be made until 7 October 2020. After this date payment will only be accepted by credit card.
- 7.2 Once a delegate booking is complete, no future promotional offers can be used in conjunction with the original booking.
- 7.3 This clause does not invalidate the delegates obligation under clause 6.

8. Insolvency

- 8.1 In the event of the Company becoming insolvent, or going into liquidation, or having an administrator or receiver appointed, or entering into a voluntary arrangement, the contract with it may be terminated at the option of the Organisers and the provisions of clause 6 will apply.

9. Prohibition of Transfer

- 9.1 The Company may not transfer or share the booking from or between one named Delegate and another without the prior written consent of the Organisers. The provisions of clause 6 will apply where a Delegate named on a booking form does not attend the Event. The Organisers reserve the right to refuse passage and attendance to the Event to an individual who is not the named Delegate where consent has not been given in accordance with the provisions of this clause.

10. Postponement, abandonment or speaker cancellation

- 10.1 To the fullest extent permitted by law the Company shall not have any claim against the Organisers in respect of any loss or damage consequent upon the failure for whatever reason to hold any part of the Event or of the venue at which the Event is scheduled to take place becoming wholly or partially unavailable. If by re-arrangement or postponement of the period of the Event, or by substitution of another venue for the holding of the Event, or any other reasonable manner, the Event can take place, the contract between the Organisers and the Company shall remain in force.
- 10.2 If the Organisers have to alter the content or timing of the Conference Programme or the identity of any speakers, for any reason whatsoever; the organisers are not liable to refund delegate fees or pay for additional costs incurred by delegates attending Healthy City Design 2020 Congress.

11. Insurance

- 11.1 The Organisers are not responsible for the safety of any property of the Company or Delegate, or for its loss, damage or destruction or for any loss or damage sustained by the Company or the Delegate, in each case for any reason whatsoever. No responsibility can be accepted by the Organisers for any consequences arising from postponement or abandonment of the Event. The Company should take out its own insurance to cover all liabilities and risks as well as non-attendance by the delegate for what ever reason.

12. Fire Precautions

- 12.1 The Company and the Delegate must comply with any instructions given by the venue or other authority regarding fire precautions.

13. Information and Copyright

- 13.1 Information supplied by the Organisers in relation to any event is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation by the Organisers and any inaccuracy or mistake in such information or omission from it shall not entitle the Company to cancel its booking.
- 13.2 Unless stated otherwise, all information and data relating to the Event, which is supplied by the Organisers to the Delegate, is for use by that Delegate only, is the copyright of the Organisers and cannot be passed on to any third party for any purpose.

14. Exclusion

- 14.1 The Organisers reserve the right to remove from the Event any person whose presence, in the Organiser's opinion, is or is likely to be undesirable or may put the safety/wellbeing of the participants at risk.

15. Data Protection

- 15.1 The Company acknowledges that the Organisers will be entitled to use the Company and Delegate details in accordance with the UK data protection laws.

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12-13 OCTOBER 2020

ROYAL COLLEGE OF PHYSICIANS, LONDON