

## BioEM2020 - Terms and Conditions

1. A contract shall be deemed to have been made between BioEM2020 Organiser's ("BioEM2020") and the booking client ("delegate") when the delegate has confirmed requirements via the [www.bioem2020.org](http://www.bioem2020.org) website's registration form and BioEM2020 has accepted this booking – a booking confirmation being proof of such acceptance.

### Bookings

2. Bookings do not automatically guarantee confirmation of a place at the conference. BioEM2020 will confirm all bookings electronically. Places cannot be reserved without full payment. All bookings for the conference and for the optional extra excursions are made on a first-come, first-served basis. BioEM2020 reserves the right to refuse bookings at its discretion.

### Late Bookings

3. BioEM2020 will accept late delegate bookings, subject to availability up to and on the day of the event. BioEM2020 will try to ensure that late booking information is incorporated into the event administration process (registration documents etc.); however, this cannot be guaranteed if the booking is made less than 7 days before the event.

4. Bookings made within 7 days of the event must be paid by credit/debit card at the time of booking and considered accepted only upon receipt of written confirmation.

### Payment Terms

5. Where invoice is the elected payment method, payment is due upon receipt of an invoice and must be settled prior to the event.

### Consequences of failure to pay

6. If full payment is not made when due, this will be considered a breach of contract by the delegate, and BioEM2020 will be entitled to reallocate the delegate's booking. In this instance BioEM2020 will inform the delegate that their booking has been reallocated.

7. If for any reason payment in full has not been made by the date of the event, the BioEM2020 reserves the right to deny the delegate entry.

8. In the event that the delegate is denied entry, the BioEM2020 shall return any monies already paid by the delegate.

### Cancellations by BioEM2020

9. BioEM2020 reserves the right to amend or cancel any event. This includes changes to dates, times, speakers, content and the programme.

10. In the unlikely occurrence that BioEM2020 cancels the event, BioEM2020 will return any payments received in advance. BioEM2020 will not, however, refund any other costs incurred as a result of this cancellation (e.g. flights, accommodation, travel expenses).

#### Cancellations by the delegate

11. BioEM2020 must be notified of requests for cancellation in writing by email to [info@bioem2020.org](mailto:info@bioem2020.org) Please refer to our cancellation policy below:

The following fees will be applied:

- Provided written notice is received prior to **23.59 hrs GMT on 25<sup>th</sup> April 2020**, a full refund will be given less a 10% administration charge
- Provided written notice is received prior to **23.59 hrs GMT on 12<sup>th</sup> May 2020**, a 50% cancellation charge will apply
- Provided written notice is received prior to **23.59 hrs GMT on 6<sup>th</sup> June 2020**, a 75% cancellation charge will apply
- Registrations cancelled after **23.59 hrs GMT on 7<sup>th</sup> June 2020**, or no-shows at the conference, a 100% cancellation charge will apply

#### Booking Transfers

12. For delegates unable to attend the event it may be possible to transfer their booking to another delegate. In such circumstances, and in the first instance, please send any booking transfer requests 14 days prior to the event date to the event date to [info@bioem2020.org](mailto:info@bioem2020.org) where your request will be considered, but not guaranteed.

13. Transfer notices received between 14 days and 6 weeks prior to the date of the course will be subject to a transfer fee of 20% of the original fee paid. If a transfer request is received out with the 6 weeks, no transfer fee is applicable. Transfers cannot be made within 14 days prior to the event date, in this case the cancellation policy above will apply.

14. Delegates that do not wish to transfer their booking to another event will be subject to the cancellation policy outlined above.

#### Failure to attend an event

15. No refunds will be provided on failure to attend an event.

### Alterations to advertised packages

16. Every reasonable effort will be made to adhere to the event programme as advertised, however, BioEM2020 reserves the right to make changes to any event, including the dates, times, speakers, content and the programme.

17. BioEM2020 accepts no contractual liability for any changes made to an event prior to confirmation of the booking.

18. Delegates agree to accept changes made to an event by BioEM2020, after receipt of confirmation of booking. BioEM2020 will make every reasonable effort to ensure any changes are appropriate and relevant.

### Promotions and Advertising

19. Advertisements or promotional materials from third parties / sponsors may be presented at the event and on the BioEM2020 website. Delegates' participation in any third-party promotion is subject to the terms and conditions associated with that promotion, and BioEM2020 will not be held responsible for any liability, loss, or damage of any kind incurred as a result.

### Patents and Trademarks

20. All trademarks, branding, photography taken, approved poster submissions, service marks, trade names, slogans, logos, and other indicia of origin that appear at or in connection with the event are the property of the BioEM2020 and/or its affiliates. Delegates may not copy, display or use any of these marks without prior written permission by the relevant owner. The event and/or portions of the event may be protected under patent law as the subject of issued patents and/or pending patent applications.

### Limitations of Liability

21. BioEM2020 does not accept responsibility for accident, injury, or loss suffered while attending this event, unless it is directly due to negligence by BioEM2020.

22. BioEM2020 accepts no responsibility for any loss incurred while using material or information gathered at BioEM2020 conference.

23. The copyright of all presented materials and posters and program contents rests with the speakers and presenters of materials and posters, BioEM2020 will not be held responsible for any infringements as a result of plagiarism, libel, slander, copy or misuse of material.

24. Unless explicitly stated to the contrary, materials presented at BioEM2020 events may not be reproduced, copied, or in any way incorporated into or stored on any other external (non BioEM2020 affiliated) website, electronic retrieval system, publication or in any other form unless affiliated to BioEM2020

## Booking Issues

25. Bookings are issued subject to the rules and regulations of the venue. All such rules and regulations will apply, unless otherwise specified by the venue and, where applicable, BioEM2020.

## Admission restrictions

26. BioEM2020 and venue management reserve the right to refuse admission or to eject delegates in circumstances deemed reasonable (for example, due to concerns regarding health and safety, security, or environmental concerns), and may on occasion conduct security searches to ensure the safety of delegates. Delegates may also be refused entry or ejected from the venue on account of exhibiting anti-social behaviour or declining to be searched. No refunds will be offered to delegates who are refused entry or who are ejected in these circumstances.

## Responsibility

27. Neither BioEM2020 nor the venue/s operator/s will be responsible for loss, damage, death or injury incurred, unless (i) the relevant party has breached its legal obligations and (ii) such loss or damage is a direct or reasonable foreseeable result of the breach.

Compensation for loss or damage to personal property brought to the venue that occurs within the exclusions above, will be limited to the cost of repair or to replace, taking into consideration wear and tear.

## Complaints

28. If you wish to make a complaint, please notify a member of BioEM2020 conference immediately. The BioEM2020 conference team will take responsibility with the aim to find a speedy and satisfactory solution. In the event that you are not satisfied with the solution, please put this in writing to [info@bioem2020.org](mailto:info@bioem2020.org)

## Privacy

29. Delegate details are managed in accordance with BioEM2020's data protection and privacy policy. Events managed by BioEM2020 on behalf of a third party or affiliate, are subject to delegate information being shared with the third party organisation. Please refer to Privacy Policy for more details.

30. Photography, filming and recording may be carried out at the venue/s from time to time. Delegates consent to being included in photographs, video and/or sound recordings which may be used by the BioEM2020, without payment, in printed and electronic media, including the BioEM2020 website and social media, for promotion of BioEM2020 and its activities and may be selected for permanent preservation in BioEM2020 archives and used for research, publication, education, lectures, broadcasting, public performance, displays and exhibitions.

Photography, filming and recording of sensitive topics, unpublished papers and presentations is strictly forbidden unless prior permission is given from individuals

### **Force Majeure**

31. BioEM2020 will not be held liable for delay in delivery, or failure to deliver due to any cause outside of BioEM2020's reasonable control. In the instance of Force Majeure, delay or failure to deliver will not constitute a breach of contract and the timeframe for delivery by the BioEM2020 will be extended by a reasonable period.

### **Law and Jurisdiction**

32. These Terms and Conditions shall be governed by and construed in accordance with the laws of The United Kingdom and any disputes shall be subject to the jurisdiction of the courts of The United Kingdom, unless otherwise submitted by BioEM2020.