

## TERMS & CONDITIONS

**ARE YOU REGISTERED?** Upon registering you will receive a confirmation of your registration, joining instructions and a VAT invoice. If you do not receive this within a week of booking, please contact the LAPV Team on 0207 973 4603 or email: [conferences@hgluk.com](mailto:conferences@hgluk.com) to confirm that your registration was received.

## FEES & DISCOUNTS

**Conference** The conference fee includes attendance to the conference, a delegate pack, a complimentary issue of LAPV, lunch, tea and coffee breaks.

Multiple delegate discounts are available to delegates from the same organisation booking simultaneously on the same purchase order. Please note that separate bookings cannot take advantage of the multiple booking discount. One delegate must pay the **full rate** in order for additional delegates to qualify for the additional delegate rate. To qualify for the LAPV subscriber discount, the named delegate must have a valid Subscription to LAPV magazine at the time of booking.

**Awards** The awards fee includes attendance to the Drinks reception and The Gala Dinner.

**PURCHASE ORDERS** Bookings requesting payment by invoice should be accompanied by a purchase order. If a purchase order number is not required for invoice payment please indicate by ticking the appropriate box. If neither box is ticked, you are stating that a purchase order reference will not be required for payment.

## DELEGATE CANCELLATION

**Conference** If you are unable to attend the Conference please contact the Conference team via phone on 0207 973 4603 or via email at [conferences@hgluk.com](mailto:conferences@hgluk.com) by **4<sup>th</sup> January 2019**, please note cancellations will be subject to a charge of 25%. No refunds will be made for cancellations received within 20 days of the conference or failure to attend after booking. Substitutions may be made at any time.

**Awards Ceremony** If you are unable to attend the Awards Ceremony, please contact the Conference team via phone on 0207 973 4603 or via email at [conferences@hgluk.com](mailto:conferences@hgluk.com) by **Friday 5<sup>th</sup> January 2018**. Cancellations will be subject to a charge of 25%. No refunds will be made for cancellations received within 20 days of the Awards Ceremony. Substitutions may be made at any time.

## DATA PROTECTION

At the Hemming Group we take the protection of your data very seriously. To find out how we store data or any questions that you may have about data please see our Privacy Policy at [www.hgluk.com/hemming-group-ltd-privacy-statement](http://www.hgluk.com/hemming-group-ltd-privacy-statement) If you need any more information, please contact [dataprotection@hgluk.com](mailto:dataprotection@hgluk.com). Communications will only come from Hemming Group, although may include content from our trusted partners. Don't worry if you change your mind you can opt out at any time.

**INSURANCE AND LIABILITY** Registration for this event implies that the attendee agrees that, other than prescribed by law, neither the Hemming Group, Brintex, City of London Corporation or The Guildhall are liable whatsoever. Participants are requested to make their own arrangements for medical, travel and personal insurance.

**PHOTOGRAPHY** Photographs and videos made during the event are and remain the property of The City of London Corporation and the Hemming Group. If you do not wish to have your photograph taken please inform the Conference Manager onsite so they can ensure you are excluded from any filming or photography.

**PROGRAMME** While speakers and topics were confirmed at the time of publishing, circumstances beyond the control of The City of London Corporation and The Hemming Group may necessitate substitutions, alterations or cancellations of the speaker and/or topics. Any substitutions or alterations will be updated on our web page as soon as possible.