

# Standard terms & conditions for workshop bookings

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## Booking Conditions

A confirmation email will be sent to you on receipt of your booking and payment. Please ensure that you include your correct email address upon registration. If required, a receipted invoice can be made available to you following payment. Please contact [info@icebenfund.com](mailto:info@icebenfund.com) to request a receipted invoice following your payment.

## Cancellations / Substitutions

For Delegates, cancellations made between eight and four weeks before the event will be charged at 50% of the full price. Any cancellations made within the four weeks prior to the event will be charged at 100% of the full price.

Non-attendance will be deemed as cancellation, and 100% of the fee will be charged. No refund will be issued in the circumstances. Substitutions can be made, in writing, and at the discretion of the ICE Benevolent Fund staff team. This request can be made to [info@icebenfund.com](mailto:info@icebenfund.com).

It may be possible to transfer bookings from one event to another later event if places are available at the later event two weeks prior to it taking place.

It may be necessary for reasons beyond the control of the organisers to alter the content, timing and venue of the programme, format, menu or the identity of the speakers.

In the event the workshop has to be cancelled you will be entitled to a full refund of your paid fees.

The ICE Benevolent Fund will not be responsible for the reimbursement of any airfare, hotel or other costs incurred by potential attendees unless otherwise stated.

## Liability

The Organisers do not accept responsibility for any loss of, or damage to personal property, however, the attendee or his guests will be responsible for damage to the property of the venue or the Organisers caused by themselves or their guests during an event and will agree to make good or pay full restitution for the making good of any such damage.

Personal injury or any kind of liability which may arise from the use of the venue caused by the Delegate or guests of the Delegate in any part of the venue will not be the responsibility of the Organisers.



The Delegate will agree not to bring beverages or food of any kind into the venue and not to cause or permit the guests or invitees to do so.

### **Force Majeure**

The ICE Benevolent Fund shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics or acute outbreaks of communicable disease, the availability of the location for the Event or other similar causes beyond its reasonable control.

The Organisers shall not be liable to the Delegate or any Presenting Author for any loss or damage (whether direct or indirect) which may be suffered by the Delegate due to any circumstances or events beyond the Organiser's control including, but not limited to, acts of God, war, riot, strike, lock-out, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, storm, leakage, shortage of or inability to obtain materials, failure of supply of electricity or telephone or compliance with any regulation, direction or request made by a Government authority.

### **Event Language**

English, unless otherwise stated.

### **Data Protection**

The ICE Benevolent Fund, the Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This includes addresses, email addresses, professional history and interest where notified. This will be used confidentially for normal purposes, including subscription collection, mailing of publications and notification of conferences and events. We also use the information to target journals, training and other services we provide.

If you do not wish to receive information of this type, please inform the Data Protection Officer, in writing or at the email address given below. If you have any queries regarding data protection, please email [kris.barnett@icebenfund.com](mailto:kris.barnett@icebenfund.com) or contact The Data Protection Officer, ICE Benevolent Fund, 5 Mill Hill Close, Haywards Heath, West Sussex, RH16 1NY.

Your name, job title and company may be published on delegate lists associated with this event. The ICE Benevolent Fund reserves the right not to communicate or publish the attendees list before, during or after the event.



### **Specific requirements**

Please ensure you notify the ICE Benevolent Fund Team at the time of your booking if you have any specific needs. The Benevolent Fund will endeavour to make any reasonable adjustments.

### **General**

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising.

**Submission of this booking constitutes a legally binding agreement.**