



# CIPS BREAKFAST BRIEFING

## CIPS Breakfast Briefing 2020 TERMS AND CONDITIONS OF BOOKING AND FURTHER INFORMATION

### 1. Cancellations

Cancellations received on or before **Friday 20 March 2020** are subject to a fee of **£45 per delegate**, which will be deducted from any due refund or invoice, whichever is appropriate.

**Cancellations received after Friday 20 March 2020 are subject to the full fee** that is payable for the conference. All cancellations must be made in writing to [conferences@haymarket.com](mailto:conferences@haymarket.com).

It is the booker's responsibility to ensure that we have received the cancellation. Places are transferable at no extra charge. Substitutions on the day of the conference are made at the organiser's discretion. Pre-payments will not be refunded and invoiced sums will be payable in full. Haymarket Events will not offer refunds to delegates due to a terrorist alert or incident, the curtailment of public transport, adverse weather, industrial action or for any other circumstance beyond the organiser's control unless the conference is cancelled. In this instance, Haymarket Events will retain up to 50% of the conference fee to cover marketing, administration and delegate registration costs.

If an event has to be cancelled or rescheduled we will contact you as soon as possible to notify you of the change. You will be offered an alternative date or a full refund. We can't reimburse travel, accommodation or other costs related to the event.

### 2. Booking Confirmation

A confirmation email will be sent with an invoice attached. The dispatch by us of an email confirmation constitutes a legally binding contract. If you have not received your confirmation email immediately after submission of your booking, please contact the Customer Services Team on +44 (0) 20 8267 4011. Haymarket Events are unable to accept responsibility for the non-arrival of information. Haymarket Events reserves the right to decline any booking.

### 3. Memberships

Membership numbers will be checked and verified by CIPS. Delegates with expired or suspended memberships will be contacted by CIPS to renew membership. Please note that delegates who do not renew their membership within 10 days of being contacted by CIPS will be charged the equivalent non-member rate. Please note that we must receive full payment prior to the event start date.

### 4. Visas and Travel Arrangements

Haymarket are not responsible for the acquirement of delegate Visas. Should any delegate require a letter of invitation to support Visa application to attend the event please contact [conferences@haymarket.com](mailto:conferences@haymarket.com). Haymarket will issue this only after receiving full payment of the delegate fees.

## **5. Payment**

Invoice – payable within 30 days from the date on the invoice or prior to the event, whichever is soonest. If applicable, please supply your purchase order number at the time of booking. We are unable to accept payments by invoice from Thursday 13 February 2020. Any delegates registering after Thursday 13 February 2020 must register and pay with a valid credit card.

Credit/debit card – your invoice will show a zero balance outstanding and you will receive a Stripe receipt.

Please note that discounts and offers advertised on any Haymarket event website may be time sensitive or subject to availability.

## **6. Speaker confirmation, content and changes**

In the event that speakers are prevented from attending the event we endeavour to find suitable replacement speakers of the same calibre. Haymarket Events reserves the right to vary the content, timings, location and/or speakers of events and as such accept no liability for variations. Please visit the event website for regular updates on the speaker line-up. Presentations will be automatically sent to all event attendees, one week following the conference (subject to full payment of delegate fees). Please note that all presentations are subject to speaker disclosure.

## **7. Dietary and other requirements**

A vegetarian lunch option is provided as standard. If you have any other dietary requirements, please contact the Conferences team on +44 (0)20 8267 4011 or [conferences@haymarket.com](mailto:conferences@haymarket.com). If you do have a dietary requirement please make sure that you have let us know before the event otherwise we cannot guarantee that catering can be provided for you on the day.

We make every effort to ensure our events are accessible for all delegates. For any specific access requirements, please contact the Conferences team (as above).

## **8. On the day**

Photographs, video and audio footage may be arranged at the event. This may include speakers and the delegation, and may later be used in editorial features and/or in marketing and promotional material. Whilst in attendance at any Haymarket event, if your behaviour is deemed disruptive, offensive, dangerous, illegal, or if you are found to be distributing unauthorised material we reserve the right to eject you without any prior notice or refund. Audio and visual recordings or the distribution of commercial materials are not permitted without our prior consent. We can accept no liability for damage to or loss of personal belongings at the event venue.

## **9. Privacy and data protection**

Haymarket Media Group is committed to protecting and respecting your privacy. Our Privacy Policy sets out the basis on which your personal data will be processed by us as the Data Controller of your personal data for the purposes of the Data Protection Act 1998 ("the Act"). Please read the following, and the Privacy Policy, to understand our views and practices regarding your personal data and how it will be treated by us. We may collect and process the following data about you:

- Information that you provide by filling in forms on the site. This includes information provided at the time of registration or at the time of posting material or requesting further services. We may also ask you for information when you enter a competition or promotion sponsored by Haymarket or when you report a problem with the site.
- If you contact us, we may keep a record of that correspondence.

- Haymarket may also ask you to complete surveys that we use for research purposes although you do not have to respond to them.
- Details of your visits to the site and the resources that you access.

## **10. Code of Conduct**

Haymarket Events is dedicated to providing a safe, harassment-free environment for all event participants.

All participants — delegates, attendees, speakers, exhibitors, staff and volunteers — are required to follow this Code of Conduct at all times. This includes social events at off-site locations and communications and social media before, during and after the conference itself.

All individuals attending Haymarket events must agree to conduct themselves in a respectful and professional manner. This includes respect for the intellectual property of others, proper display and use of name badges and respect for everyone regardless of their gender, race, disability, sexual orientation, religion or belief, age or being or becoming transgender.

These behaviours, in any form, will not be tolerated at Haymarket events:

- Harassment: unwelcome or hostile behaviour, including verbal or written comments that intimidate or create discomfort
- Intimidation, deliberate stalking or following
- Abuse of any kind
- Discrimination
- Inappropriate physical contact and unwelcome sexual attention.
- Use of sexualized language, images, or clothing. This includes presentations, slides, and speaker content.
- Offensive banter, insults, taunts or exclusionary jokes
- Recording: video or audio recording of lectures, speakers, delegates, staff, exhibitions, venue, slides, posters, breaks or any other conference spaces, materials or individuals is not permitted without prior consent of the organisers. Photographs of participants are permitted with the permission of those being prominently photographed. Photographs of slides, posters and other content are permitted only with the permission of the author.
- Disruption of any lectures, sessions or masterclasses.
- Emails or any form of written communication that are aggressive, rude, upsetting or which could amount to sexual or racial harassment, or harassment on the grounds of someone's disability, sexual orientation, religion or belief, age or being or becoming transgender. Email harassment can arise simply from unreasonable repeated or unwanted requests, or messages containing sexual or racial innuendos.
- Participants may not publicise, distribute, canvass, display, carry out activities or demonstrations, or distribute materials or inducements. Any materials found, unless by previous agreement, will be removed and disposed of.

This is a non-exhaustive list.

If an individual believes that these rules have been violated, he or she should contact a member of Haymarket staff at the registration desk.

Participants found in violation of these rules may be asked to leave the conference without a refund at the sole discretion of the conference organisers.