

## DELEGATE TERMS AND CONDITIONS

This online registration creates a legally binding agreement on the terms set out below.

### CONFERENCE CANCELLATION

We will endeavour to ensure that the booked conference goes ahead, but we reserve the right to cancel at any time and without notice. If we do so (other than for reasons outside of our control), we will refund your conference fee in full but will have no further liabilities to you of any kind. In particular, we will not meet the costs of pre-booked accommodation or travel. However, where we cancel the conference as a result of events which are outside our control, we will have no liability to you of any kind and in particular no obligation to refund your conference fee.

### DELEGATE CANCELLATION

Should you wish to cancel for whatever reason, we will be under no obligation to offer a refund of your conference fee.

### SUBSTITUTIONS

Substitutions of delegates (who have already paid to attend) will be accepted, via email or by telephone, prior to the event and provided always that the proposed substitute delegate is from the same organisation as the original delegate. In the event that a guest of The SHE Show is to be substituted, the substitute must hold a similar position within the guest organisation.

### NON - ARRIVALS

Although substitutions will be accepted if notified in writing prior to the event (as set out above), non-arrivals will be liable for the full fee of the relevant conference package which the original delegate was booked to attend.

### PAYMENT

Payments must be received for all bookings prior to the event, and can be made by credit/debit card or BACS transfer. Credit card payments must be made via the online booking form. All payments will be taken in GBP. The rate of exchange for accounts not held in GBP will be that set by the applicant's credit card company. Washington Dowling Associates Ltd does not accept any liability for any losses or additional expense due to the exchange rate applied.

### EXHIBITING

The SHE Shows do not allow anyone attending in the capacity of a delegate to sell, offer or otherwise promote their products or services at a Show unless they are formally registered as an exhibitor. Should any delegate approach other delegates with a view to offering to sell, demonstrate or otherwise provide or seek to provide any products or services, whether by free trials or otherwise, the Organisers reserve the right to charge and recover from such delegate the exhibitor cost of £1750+ VAT

### CHANGES TO THE CONFERENCE PROGRAMME AND VIEWS EXPRESSED BY SPEAKERS

Although we will endeavour to follow the published programme, we reserve the right to make changes (including changes to the guest speakers and the times of their presentations). In the event that we need to change the conference programme, we will endeavour to give you as much notice as is practicable. In the event that any such changes are made, no refund of the conference fee or any part of it will be given. The views expressed by guest speakers are theirs alone and do not necessarily represent those of Washington Dowling Associates Ltd. We take no responsibility for the content or the accuracy of speakers' presentations.

### PHOTOGRAPHY AND VIDEO RECORDING

A professional photographer will be at work during the conference, and video recording may take place during parts of the conference, capturing material that may be used for our future marketing and promotional and related purposes. By attending the event you are giving your consent to the circumstance that if photograph(s) and/or video footage are taken of or including you at the event, Washington Dowling Associates Ltd own all relevant rights in that material and in particular the exclusive right to use the material for any purpose they see fit. As there will be flash photography, please contact [jeanette@washingtondowling.com](mailto:jeanette@washingtondowling.com) prior to the event, should this cause any concern or you suffer from any medical condition which may be affected by the above.

### DATA PROTECTION

Should you wish to be included on the SHE Show (Washington Dowling Associates) mailing list please tick the relevant box on the delegate online booking form. Should you also wish to receive information on products and services from our exhibitors once again please tick the relevant box. Washington Dowling Associates Ltd complies with all relevant data protection requirements including the General Data Protection Regulation.

### GOVERNING LAW AND OBSERVANCE

These Terms and Conditions will be governed by and construed in accordance with English law and you irrevocably agree to submit to the exclusive jurisdiction of the courts of England and Wales in respect to any claim or matter arising under or in connection with your conference booking or attendance. Delegates will be expected to comply with these Terms and Conditions, the rules and requirements of the venue, and the reasonable requests of the organisers and their representatives. Failure of delegates to do so will entitle us to cancel or terminate their attendance at the conference.

### LIABILITY

We will have no liability to you for any death or personal injury unless caused by our negligence, any misrepresentation by us of any kind, or for any liability which can be excluded by law. In no circumstances will we have any liability to you except as set out in these Terms and Conditions. In particular we accept no liability for any loss of or damage to your personal property at or in connection with the conference you attend.