



Terms and Conditions

1. Payments

All bookings made prior to the conference must be paid in full to guarantee registration. For all registrations made via the eStore a booking receipt will be issued by email. Delegates may request to pay for registration by invoice. All request for this must be directed to:

icep2019@plymouth.ac.uk Bookings received less than two weeks before the conference date can only be paid by credit or debit card via the eStore.

2. Substitutions and Cancellations

Delegates may nominate an alternative person from their organisation to attend up to 48 hours prior to the start of the conference, at no extra charge. Should a substitution not be possible, the following cancellation charges will apply:

8 weeks from the commencement of the event: No Charge

8-6 weeks from the commencement of the event: 20% of Fee

6-4 weeks from the commencement of the event: 50% of Fee

Less than 4 weeks from the commencement of the event: 100% of Fee

3. Access Requirements and Dietary Requirements

Delegates should advise of any special access or dietary requirements at the time of registration.

4. Joining Instructions

Joining instructions for delegates will be sent to registered delegates no later than seven days prior to the start of the conference. Any queries can be sent to: icep2019@plymouth.ac.uk

5. Conference Programme - Cancellation/Postponement

1. The organising committee reserves the right to make alterations to the conference programme, venue and timings.
2. In the unlikely event of the conference being cancelled a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.
3. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.
4. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule in section 2 above.

6. Speakers

Views expressed by speakers are their own. ICEP 2019 cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

7. Photography and Filming

For promotional purposes, there may be a photographer and video production taking place during the conference. Delegates who do not wish to be photographed or filmed should advise the organisers by email prior to the event: icep2019@plymouth.ac.uk

8. Data Protection

By submitting registration details, delegates agree to allow the organisers to contact them regarding their place at the conference. Delegate names and company names will be compiled onto delegate lists for the conference so that all attendees can see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise the organising committee: icep2019@plymouth.ac.uk the contact details of registered delegates will not be shared with external contacts.

ICEP 2019 or the University of Plymouth cannot be held liable for any loss, liability or damage to personal property.