

NHS Charities Together Events Standard Booking Terms and Conditions

1. BACKGROUND

1.1 The event is organised and managed by Association of NHS Charities, known as NHS Charities Together, a charity registered in England and Wales with registration number 1186569 and registered office at Suite 68, Lake View House, Wilton Drive, Warwick, CV34 6RG.

1.2 Applications to register for our main events, which are included within the benefits provided as part of your membership of NHS Charities Together, are made subject to these Terms & Conditions.

2. BOOKINGS

2.1 All applications to book a place at an event are subject to availability and receipt of your charity's membership subscription for the year in which the event takes place.

2.2 All bookings at events are made available on a first-come, first-served basis.

2.3 Confirmation (or rejection) of your booking will be sent to you by email within three working days of our receipt of your booking request. If you have not received a confirmation email, you do not have a place at the event.

2.4 If all places have been filled, your name will be added to a Waiting List, which will close 7 working days before the event.

2.5 A confirmation email for the event is valid for the named attendee only and, subject to clause 3.2 below, cannot be transferred. You may be asked for ID during the event. If you are unable to provide identification which matches the name on the delegate list you may be asked to leave the event.

2.6 Where food and refreshments are to be provided, this will be stated in the event details. Any special dietary requirements must be notified in writing to the Association at least 7 working days before the event.

3. CHANGES TO THE EVENT AND CANCELLATIONS

3.1 It may be necessary for reasons beyond our control to alter the advertised content, date, timing, location of the event or the advertised speakers. We reserve the right to do this at any time. Where we alter the time and/or location of the event, we will provide you with notice of this and the opportunity to attend the event as varied if we are able to arrange a replacement event.

3.2 In the event of there being insufficient numbers booked onto an event, NHS Charities Together reserves the right to cancel or postpone the event.

3.3 If you are unable to attend the event, a substitute is welcome to attend in your place provided that we have **written notice at least 7 working days' before the event** of the name of your proposed substitute. Please notify us of any substitutions by email at info@anhsc.org.uk. We will send a new confirmation email to the new delegate.

3.4 Please note that although our main events are free, we reserve the right to charge a fee of £65 for no-shows or cancellations received less than 7 working days before the event.

3.5 We shall not be liable to you for travel, accommodation or other consequential costs and expenses incurred (included wasted costs and expenses) if we are required to cancel or relocate the conference as a result of an event outside our reasonable control.

4. ATTENDANCE

4.1 Joining instructions will be sent at least 7 days before the event.

4.2 Delegates are expected to attend an event in its entirety. Joining an event part way through the day will only be allowed at the entire discretion of NHS Charities Together.

4.3 NHS Charities Together reserves the right to charge a fee of £150 to members who arrive at an event despite not receiving a confirmation email.

4.4 NHS Charities Together reserves the right to remove any delegate from an event should they deem their behaviour to be inappropriate. In such circumstances, no refund of event fees or other costs incurred will be made.

5. CONTENT

5.1 All rights in all presentations, documentation and materials published or otherwise made available as part of the event (including but not limited to any documentation packs or audio or audio-visual recording of the conference) are owned by NHS Charities Together or are included with the permission of the owner of the rights. No (i) photography, filming or recording; or (ii) republication, broadcast or other dissemination of the event is permitted.

5.2 The content of speakers' presentations and workshops does not necessarily reflect our views or opinions.

5.3 Suggestions or advice contained in presentations and handouts should not be relied upon in place of professional or other advice. Whilst we take reasonable care to ensure that the content delivered at our event is accurate and complete, some of it is supplied by third parties and we are unable to check its accuracy or completeness. You should verify the accuracy of any information (whether supplied by us or third parties) before relying on it.

5.4 To the extent that presentations or handouts are made available by us online, we reserve the right to suspend or remove access to these resources at any time.

6. LIABILITY

6.1 NHS Charities Together accepts no responsibility for delegates' personal belongings or valuables brought to an event including laptops, tablets and mobile phones. These remain the responsibility of the delegate.

7. PRIVACY POLICY

7.1 Please click [here](#) for details of our Privacy Policy.

7.2 We may take photos or video at our events. The booking form will ask for your consent for your image to be used in these media by us on our website, on social media, webinars and in print media.

7.3 Where NHS CT contracts with third parties to provide events, we may provide them with your event data in order for them to fulfil their services to the Association.

8. GENERAL

8.1 Any queries about your event booking should be sent to info@anhsc.org.uk

8.2 NHS Charities Together reserves the right to change these terms and conditions at any time and any subsequent booking requests you make will be subject to those changes.

Created	Reviewed	By Whom
28/01/2020	28/01/2020	S Hargreaves (MSDM)