

Terms and Conditions

Booking Conditions

Payment must be received in full before the event

We accept payment by cheque, credit and debit cards. Bookings received less than two weeks before the event can only be paid by credit card. Please provide a purchase order number that will be quoted on invoices and/or receipts.

Cancellations

Requests to cancel, substitute or transfer a delegate must be made in writing to the event manager. For cancellations the following charges will apply:

Number of working days you cancel before the event	Cancellation Charge
1-3	100% of event fee
4-10	50% of event fee
11+	20% of event fee

Event dates and venues

The Work Foundation reserves the right to alter event dates and venues without liability. In the event of a cancellation where alternative cannot be provided in respect of that event a full refund will be offered. The Work Foundation will not reimburse travel or accommodation expenses. The Work Foundation are not able to offer refunds for cancellations outside our control, including adverse weather conditions, flooding or industrial action.

Transfer, substitute and Non-Attendance

You can transfer to another event date free of charge. One free transfer can be made after which there will be an administration charge for each further request. Should you subsequently cancel the original cancellation fees will apply. You can transfer a place on a event to a substitute delegate free of charge. In the case of non-attendance cancellation terms will be applied.

Data protection

By supplying your details you agree to allow The Work Foundation to contact you from time to time with details about related products and services which may be of interest to you. We will not pass your details on to any third party.

If you do not wish to receive information from us please notify us.

Joining Instructions

We will send out joining instructions for your event prior to the start. This will contain details of the venue, start and finish times and any relevant information. This will be emailed to you. If you have not received this please contact the event manager.

Note

Fees include entrance to the event, sessions and breakout groups, conference papers, break refreshments and meals where stated.