

**The Maudsley Prescribing Guidelines  
International Conference 2018  
Terms and Conditions - Delegates**



**Definitions/Interpretation**

In these standard terms and conditions of booking, the following words shall have the following meaning:

<b>Conference</b>	means the Maudsley Prescribing Guidelines International Conference 2018, Monday 17 <sup>th</sup> December 2018
<b>Venue</b>	means King's College London
<b>Registrant</b>	Registrant means any person registering to attend the conference portion of the Event, or any part thereof, whether online or via the booking form.
<b>Delegate</b>	Once payment of all the agreed fees has been received, the Registrant will become a Delegate.

**1. Payments**

All bookings made prior to the conference must be paid in full to guarantee registration. Once payment has been received, an email confirmation will be sent. Please note that payment of conference fee(s) must be made in full and in cleared funds within 30 days of the submission of your registration. If you submit your registration less than 30 days prior to the first day of an event, then payment of all fees must be made in full and in cleared funds prior to attending the event.

Registrants who wish to attend the conference after the closing date of Saturday 17<sup>th</sup> November 2018 should contact the Event Organiser. This will be subject to the discretion of the Chair and Event Manager.

The Event Organiser reserves the right to cancel any registration without warning at any time prior to the start of the event if conference fee(s) due have not been paid by the relevant time. Tickets cannot be sold on the door at King's College London.

In the event of cancellation by the delegate(s), the cancellation charges set out in the Cancellation Policy (item 2) shall apply.

## **2. Cancellation Policy**

All cancellations by delegates must be given in writing to the Event Organiser. Email will be sufficient for these purposes. Cancellation charges apply as follows:

<b><i>More than 6 weeks prior to start of event:</i></b>	25% of the delegate fee
<b><i>4 to 6 weeks prior to start of event:</i></b>	50% of the delegate fee
<b><i>Less than 4 weeks prior to start of event:</i></b>	100% of the delegate fee

All cancellations must be received in writing (by letter or email). If you do not attend the event, no refund will be issued.

## **3. Substitution Policy**

Substitutions may be made at any time. If you wish to substitute a delegate, please contact the Event Organiser at the earliest opportunity. Should substitution not be possible, please refer to item 2 - Cancellation Policy for cancellation charges.

All substitutions must be received in writing (by letter or email).

## **4. Access and Dietary Requirements**

Registrants and delegates should advise of any special access or dietary requirements at the time of registration.

## **5. Conduct at event**

Whilst in attendance at Maudsley Prescribing Guidelines International Conference 2018, if your behaviour is deemed disruptive, offensive, or if you are found to be distributing unauthorised material we reserve the right to eject you without prior notice or refund.

## **6. Conference Information**

Conference information will be sent to delegate(s) by email once payment has been confirmed. Any delegate(s) not receiving conference information should contact the Event Organiser by email to [maudsley-guidelines@kcl.ac.uk](mailto:maudsley-guidelines@kcl.ac.uk) or by telephone 020 3228 5026. Conference information will be posted on the appropriate event website (<http://www.maudsley-prescribing-guidelines.co.uk/>).

## **7. Event Cancellation**

The Chair reserves the right to cancel the event at any time and at their sole discretion. In the event of such a cancellation, the Event Organiser will refund any conference fee(s) paid, direct to the delegate upon proof of purchase, and this refund shall be the full extent of the liability to the delegate arising out of such cancellation.

In the event of cancellation, the Event Organiser will use reasonable endeavours to alert those who have booked to attend an event or purchased tickets and details of any cancellation will be posted on the appropriate event website (<http://www.maudsley-prescribing-guidelines.co.uk/>). Delegates are responsible for checking this information prior to the event.

In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the Event Organiser and the Chair shall not be liable for any expenditure, damage or loss incurred by the delegate.

If by re-arrangement or postponement the event can take place, the booking between the delegate(s) and the organisers shall remain in force and will be subject to the cancellation policy in item 2.

#### **8. Programme Changes**

The Chair reserves the right to make alterations to the programme, date and/or venue at any time without prior notice.

#### **9. Speakers**

Views expressed by speakers are their own. The Chair and Event Organiser cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

#### **10. Filming**

For promotional purposes, a slidecast (slides and audio) of the event may be recorded. These recordings may be distributed to the public to purchase via King's College London E-store. Delegates who do not wish to be recorded (Q&A session) should advise the Event Organiser by email to ([maudsley-guidelines@kcl.ac.uk](mailto:maudsley-guidelines@kcl.ac.uk)) prior to the event.

#### **11. Liability**

Delegates are required to comply with the rules and regulations governing the applicable venue. The delegates shall insure and keep insured any property they bring onto the venue and any such property is brought onto, or left, at the venue at their own risk.

#### **12. Data Protection**

The information given to the Event Organiser by the delegates will be recorded in the Event Organiser's database and will be used for marketing, administration and promotional purposes. Unless the Event Organiser receives an explicit written request in advance from a delegate confirming that they do not want to share their contact information. A list of all delegates, their affiliation institutions may be included in the delegate packs.