

EVENTS TERMS & CONDITIONS

Payment of Fees

By completing the event registration form, the attendee is committing to attend and therefore pay for the applicable amount (complying with the cancellation policy below).

All payments should be made prior to the event.

You are encouraged to pay by means of **credit and debit card** or you can choose the invoice option. Invoices should be paid within 30 days of the invoice date.

If you wish to pay by **BACS**, please send remittance advice to accounts@bioindustry.org

Bank name:

Lloyds
1 High Street
Carfax
Oxford
OX1 4AA

Sort Code: 30-96-35
A/c No: 00069829
Swift Code: LOYDGB2L

Payment can also be made online via the link that is on your invoice.

Cancellation and refunds

Please refer to each event registration page to find out what the cancellation and refund terms for that event are. If there are no details, then the following ones will apply:

- If you cancel within **ten working days** of the event, the full fee remains payable. Cancellations made more than ten working days before the event will be subject to a 20% administration fee.
- Companies may nominate a substitute from within their own organisation if a registered person is unable to attend. Substitution is not guaranteed and is liable to consideration by the event organisers.
- Should we be required to cancel an event due to circumstances outside of our control, we will not refund any fees paid to us.

Data protection

Personal data is gathered in compliance with the Data Protection Act 1998.

Your information will be maintained on the UK BioIndustry Association database and used to contact you by email, phone or post with information about this and/or other events, products and services which we or our associated companies/associations provide.

From time to time we may also act on behalf of selective 3rd parties to communicate information we believe is of relevance to your organisation or role within your company. If you wish to receive these offers, please write to the BIA at biaevents@bioindustry.org.

Photography

We take photographs at all of our events. Photos are often used for marketing purposes (e.g.: on twitter, on direct marketing emails, etc). If you do not wish for photos of you to be made public, please let us know by emailing biaevents@bioindustry.org.

Delegate lists

At many of our events we distribute delegates lists to attendees. These lists consist of the full name and company name of all registered attendees, but do not include contact details such as email addresses. We don't allow third parties to use these lists for promotional purposes without your express consent. If you don't want to be on the delegate list for an event, please let us know by emailing biaevents@bioindustry.org.