

CONFERENCE REGISTRATION TERMS AND CONDITIONS

1. Definitions

- **we/us/our** and **UKAT** refers to UK Advising and Tutoring, c/o York St John University, Lord Mayor's Walk, York, YO31 7EX.
- **you/your/User** refers to any individual who accesses the UKAT Website.
- **Website** means the UKAT website <https://www.ukat.ac.uk>, and any sub-domains of this site unless explicitly excluded by their own terms and conditions.
- **Data** means all information that you submit to UKAT via the Website in accordance with the definitions provided by the Data Protection Laws
- **Data Protection Law** means any applicable law relating to the processing of personal Data, including but not limited to the Data Protection Act 2018, Directive 96/46:EC (Data Protection Directive) or the GDPR.

2. Registration and Payment

- 2.1. Submission of an online registration is regarded as a firm booking and acceptance of these terms and conditions, however the booking will not be confirmed until full payment has been received.
- 2.2. Payment in full must be received at time of registration and no later than 5 days before the date that the conference begins. The delegate will be refused entry to the conference and access to online conference materials if full payment is not received on time.
- 2.3. We accept payment by payment card, direct debit, and bank transfer. Please note that all transfer charges must be met by the sender.
- 2.4. All those attending the conference must be over 18 years of age on the date of the event. UKAT does not permit under-18's to attend any aspect of the conference. Neither UKAT nor the hosting venue offer childcare facilities for delegates during the conference.

3. Privacy

- 3.1. UKAT will hold the personal information supplied in connection with this booking as a record of attendees and parties expressing interest. By registering for this conference, the parties concerned are agreeing that UKAT may use their personal information to contact them by email, direct mail, telephone, or fax, to supply information relevant to this conference, or about other UKAT conferences, events, and opportunities which may be of interest to them. UKAT may also share this information with its partners and event sponsors to allow them to contact delegates about other products and services



which may be of interest to delegates. If you do not want your details to be used in this way, please confirm this in writing by email to conference@ukat.ac.uk.

4. Cancellation

4.1. Delegates may cancel their booking at any time through the My Account page of the UKAT website (<https://www.ukat.ac.uk/my-account>). Cancellation charges will apply as follows:

- More than 28 days before the event starts: No cancellation charge
- Up to 28 days before the event starts: 30% of the delegate fee, plus any payment processing fees incurred by UKAT
- Less than 7 days before the event starts: 100% of the delegate fee
- Non-arrivals are liable for 100% of the delegate fee

4.2. In the unlikely event of the conference being cancelled by the organiser, a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to UKAT, conference hosts or any other individual associated with the conference organization.

4.3. If the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure, including but, not limited to, communicable disease outbreaks), or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, liability will be limited to the amount of the fee paid by the delegate and there will not be any additional liability to UKAT, event hosts or any other individual associated with the event organization. Under these circumstances, UKAT reserve the right to refund the fees paid minus a 25% admin fee plus any bank transfer fee incurred.

5. Substitutions

5.1. Substitutions may be made up to 24 hours before the event begins through the My Account page of the UKAT website (<https://www.ukat.ac.uk/my-account>). No fees are charged for substitutions.

6. Changes and Postponement

6.1. UKAT reserves the right to make alterations to the programme, venue, format, and timings of the conference at any time. In the event of it being necessary to change the dates or postpone the conference, UKAT shall not be liable for any expenditure, damage or loss incurred by the delegate. The booking between the delegate and the organisers shall remain in force and will be subject to the cancellation charges stated in section 4.1 if, by re-arrangement or postponement, the conference can take place.

7. Liability

7.1. Views expressed by speakers, sponsors and/or exhibitors are their own. UKAT cannot accept liability for any advice given, or views expressed, by any speaker, sponsor and/or exhibitor at the conference or in any material provided to delegates. In addition, UKAT shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the event.

8. Insurance

- 8.1. It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the conference. UKAT cannot be held liable for any loss, liability, or damage to the personal property of delegates.

9. Photographing and Filming

- 9.1. Photographs (or screenshots in the case of online events) and video recordings may be taken during the conference for promotional purposes. Delegates who do not wish to be filmed or recorded should advise the organisers in writing prior to the event, or at the time at which the recording is made.

10. Website and Links

- 10.1. The UKAT website and conference webpages may link to other websites, networking tools and sponsor/exhibitor information provided for the convenience of the users. The contents of these websites are maintained by their owners, for which UKAT takes no responsibility. UKAT cannot take responsibility for the contents of any website linking to the UKAT website and conference webpages.

11. Access to IT Systems and Online Resources

- 11.1. Delegates may be granted restricted access to protected areas of the UKAT website and other UKAT IT systems if the event has online resources or is delivered wholly or partially online.
- 11.2. Access to the UKAT website and other online systems is permitted on a temporary basis, and we reserve the right to withdraw or amend the services we provide without notice.
- 11.3. Delegates granted access to UKAT IT systems warrant that they will take all appropriate measures to keep any IT account issued to them secure and will not divulge their access credentials to any other party. We have the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion you have failed to comply with any of the provisions of these terms and conditions.
- 11.4. When using our online systems, you must comply with the provisions of our acceptable use policy as described in clause 12.
- 11.5. Delegates warrant that they will not share any online conference materials or resources with any other party without the express written permission of UKAT.

12. Acceptable Use Policy for UKAT Online Systems

- 12.1. You may use our online systems only for lawful purposes. You may not use our online systems:
 - a. In any way which breaches any applicable local, national, or international law or regulation
 - b. In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect
 - c. for the purpose of harming or attempting to harm minors in any way

- d. for commercial purposes
- e. to transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation
- f. to knowingly transmit any data, send or upload any material that contains viruses, trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.

12.2. You also agree

- a. not to reproduce, duplicate, copy or re-sell any part of our online content in contravention of the provisions of our terms of use;
- b. not to access without authority, interfere with, damage, or disrupt any part of our site, any equipment or network on which our systems are hosted, any software used in the provision of our systems, or any equipment or network or software owned or used by any third party.

12.3. We will determine, in our discretion, whether there has been a breach of this acceptable use policy through your use of our systems. When a breach of this policy has occurred, we may take such action as we deem appropriate.

12.4. Failure to comply with this acceptable use policy constitutes a material breach of the terms of use upon which you are permitted to use our online systems and may result in our taking all or any of the following actions.

- a. immediate, temporary or permanent withdrawal of your right to use our online systems
- b. immediate, temporary or permanent removal of any posting or material uploaded by you to our online systems;
- c. issue of a warning to you;
- d. legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach;
- e. further legal action against you;
- f. disclosure of such information to law enforcement authorities as we reasonably feel is necessary.

12.5. We exclude liability for actions taken in response to breaches of this acceptable use policy. The responses described in this policy are not limited, and we may take any other action we reasonably deem appropriate.

13. Visa Requirements

13.1. It is the sole responsibility of the delegate to arrange for any necessary visas and comply with visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure and should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. UKAT does not provide letters of recommendation or any other documentation to delegates to support visa applications.

14. Variations

14.1. UKAT reserves the right at all time to change, amend, add, or remove any of the above terms without prior notice. If one or more of the conditions outlined in these Terms & Conditions should be or become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all participants of this event, including speakers, sponsors, and exhibitors.

15. Jurisdiction

15.1. This Agreement shall be governed by and interpreted according to the law of England and Wales and all disputes shall be subject to the exclusive jurisdiction of the English and Welsh courts.

16. Your Concerns

16.1. If you have any questions relating to conference bookings or these Terms and Conditions, please email us at conference@ukat.ac.uk

Last updated: 17 May 2022