



IR Global – Event booking Terms and Conditions

i. Payment of conference registration fees

Conference registration fees are to be paid in Pounds Sterling. Kindly be aware that payment must be received before the conference and within our 14 day payment terms, otherwise entrance will be rejected. If payment is made by bank transfer, the member is responsible for this being complete before the day of the conference. The member must pay all bank fees and we must receive the full amount stated on the invoice.

Please ensure that your full name and/or invoice number appear on any transfer made so our accounts team can allocate this correctly. If you wish to provide remittance of the payment, please do so to accounts@irglobal.com.

Credit card payments: To be made via the link below and to include your name and/or the invoice number as the reference:

<https://irglobal.com/payment>

Your credit card company will convert this cost to the currency of your credit card.

Important notes

If your company has not yet paid their annual IR Global membership fee, your attendance to the conference/event will not be confirmed.

ii. Confirmation

By completing our online registration or requesting a ticket to be booked via email, you are accepting our cancellation terms and conditions.

iii. Conference Sell-outs

Where an IR Global conference has sold out in the months prior to the event/conference prospective attendees will be informed and a waiting list will operate. The waiting list operates on a 'first come-first served' basis and prospective attendees will be contacted if a cancellation of a previously booked ticket occurs.

IR Global will not be held liable for any accommodation or travel charges incurred by any individual/organisation who travels to the conference.

iv. Cancellation / Refund of payments

All cancellations must be received by our events team (events@irglobal.com) in writing, by the Conference Cancellation Deadline Date (noted in 'Cancellation Time Frames' below) in order for fees to be refunded/transferred to a future event*. Refunds will only be made via the original payment method. No refunds can be made after this date.

For cancellations related to COVID-19 please refer to our specific guidance on Page 4



If you have made an accommodation booking you are responsible for cancelling this separately. IR Global takes no responsibility for any financial penalties you may incur.

v. Cancellation Time frames

Cancellations made earlier than 8 weeks prior to the event start date - Deadline for confirmed tickets to be cancelled at no cost or transfer of fees to a future IR Event*.

Cancellations made up within 8 weeks prior to the event start date: No refund or transfer of fees will be offered. Please note the NO exception will be made to this policy. (IR Global cannot offer refunds at this stage we will have submitted final numbers to our venues and submitted payment for all places in advance.)

*Please note: any transfer of fees is offered only to one future event. If the attendee/member subsequently cancels the future event attendance to which the ticket is transferred no refund or further transfer will be provided.

For cancellations related to COVID-19 please refer to our specific guidance on Page 4

vi. Substitutions

Your base registration for IR Global conferences is transferable to another person affiliated with your member organisation umbrella.

To facilitate the substitution process, please submit updated information requesting the transfer, stating in detail the reason for the substitution and the person attending in your place to events@irglobal.com

vii. Disclaimer

IR Global may at any time, with or without giving notice, in their absolute discretion and without giving any reason, cancel or postpone the conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither the IR Global nor any of their employees/ representatives shall be liable for any loss, liability, damage or expense suffered or incurred by any person, nor will they return any money paid to them in connection with the conference unless they are satisfied not only that the money in question remains under their control but also that the person who paid it has been unfairly prejudiced (as to which, decision shall be in their sole and unfettered discretion and, when announced, final and conclusive).

Other

viii. Badges and Event Admittance

Badges / lanyards must be worn at all times to gain admittance to all official IR Global conference sessions and functions, including meeting and hospitality spaces at hotels in IR Global's hotel block.

ix. Promotional Products/ Literature



Please note that during any IR conference no individual/s or organisations may display or distribute publicity materials without IR Global express permission. Individuals or organisations wishing to discuss promotional opportunities and/or event sponsorship please contact rachel@irglobal.com.

x. Event Accommodation

For each IR Global conference/event we secure a limited number of rooms at preferential member rates – we advise booking at our event locations to ensure you maximise your networking time with us. **As a limited number of rooms are blocked at our event hotels for our members/attendee’s availability cannot be guaranteed once the hotel block is full.**

Attendees / members are responsible for making accommodation reservations directly with the hotels and entering into an agreement with the hotel regarding cancellations and credit card guarantees. IR Global cannot accept any responsibility for hotel accommodation disputes between an attendee/member and the hotel.

xi. Travel Arrangements and Visas

Attendees/ members are responsible for making their own travel and accommodation arrangements. Prior to travel it is advisable to check your visa requirements with your local consulate or embassy. **Please apply for your visa in adequate time.** We are unable to assist with visa invitation letters/ support your visa application prior to the online event registration form being completed and the full payment of the event fees.

xii. Waivers

IR Global takes photographs and videos of this event for use in future IR Global news and promotional materials in print, electronic, and other media, including the IR Global website. Event participants grant IR Global the right to use any image, photograph, voice, or likeness, without limitation, in its promotional materials and publicity efforts without compensation. All media become the property of IR Global. Media may be displayed, distributed, or used by IR Global for any purpose.



COVID-19 TERMS AND CONDITIONS

Our top priority is the health and safety of our members, the communities we visit and our staff. We will host our event with measures in place following consultation with government health authorities and the implementations of the conference venue and other respective venues.

We will build a set of operational protocols relying on best practices, best advice, and best outcomes. We will communicate those details closer to the event date.

In the unfortunate event the conference can no longer take place we share the following terms and conditions of your ticket payment.

- In the event of the cancellation of the conference by the organisers, attendees are eligible for a full refund or credit worth 100% of the original ticket value. The credit can be used to book a future event ticket for an IR Global conference.
- In the event the attendee is no longer able to attend the conference due to impact specifically related to Covid-19 (whether this be related to travel restrictions, quarantine period in place or either England / location of member becoming a hotspot), the attendee is eligible for a full refund or credit worth 100% of the original ticket value. The credit can be used to book a future event ticket for an IR Global conference.
- For any reason, the attendee can no longer attend the conference and the reason is not Covid-19 related our standard terms and conditions apply.
- IR Global takes no responsibility for any additional costs incurred due to the cancellation of the event. This includes (but is not limited to) travel and accommodation.
- It is the responsibility of the attendee to ensure they have checked the travel regulations from their country to the conference destination and are responsible for ensuring they have all the relevant requirements to enter the country over the conference dates. For further information and advice on travel restrictions, visit the World Health Organization's travel advice page.
If you have any questions, please contact events@irglobal.com