

IPA Event Terms and Conditions

By completing the booking process for an event, including by submitting to the IPA a booking form for an event in hard copy or by clicking on the “purchase” button (or equivalent button) on the booking website for this event, or by attending this event you accept these terms and Conditions.

*The terms 'we' and 'our' include the Insolvency Practitioner's Association (“IPA”), its staff, agents and service providers, including (and not limited to) web service and software providers used to process and store your data securely.

1. Data Protection

- 1.1 Your personal data will be processed in accordance with [the IPA's privacy policy](#). You agree that we may process and store your personal data for the purposes of delivering, administering and monitoring this training course or event in accordance with the Data Protection Act 2018.
- 1.2 For the purposes of monitoring and evaluating our events, we will keep on file your personal data provided for the purposes of booking and attending this event in accordance with the IPA's privacy policy and the Information Commissioner's Office Direct marketing guidance.
- 1.3 We may occasionally share lists of attendee names and company names (but not your contact details or any other data) with speakers and sponsors to help them better tailor their content to the audience. The IPA will not share any data with any other party or organisation for the purposes of marketing or advertising.
- 1.4 During events, attendees are required to display their names (whether using the lanyard/badge provided by us or through our online events platform). Attendees' names will be visible to other attendees and help to foster a more collaborative environment. For practical and security reasons, we are not able to facilitate anonymous participation.
- 1.5 We will not be held responsible for any inconvenience caused by the supply of incorrect personal information provided by attendees during registration, which may be used on badges and attendance lists.
- 1.6 Photographic, and video images and recordings of speakers and attendees may be made by the IPA at the event and used for documentary, research, and/or marketing purposes without limitation and in perpetuity without compensation to speakers or attendees. All copyright is assigned to the IPA for any recordings made by us of an event.
- 1.7 Attendees are not ordinarily named in recordings or images used for such purposes unless the IPA has sought their prior approval. Should you be aware of any safeguarding or privacy issues that mean images of a specific guest or attendees should not be shared beyond us and the event organisers, please contact the IPA's events team who can make appropriate arrangements. The IPA is not responsible for any images, audio or video recordings captured by speakers or attendees or other persons.
- 1.8 Should you wish to contact the IPA's events team, view, edit, or request for us to delete your data, please email membership@ipa.uk.com or telephone 020 8152 4980.

2. Cancellation by You

- 2.1 A member's entitlement to discounted fees for attending the event is non-transferable.
- 2.2 An person who has booked a place at an IPA event may give Notice of cancellation in writing by email to the IPA events team: events@ipa.uk.com.
- 2.3 Any person who has booked a place at an IPA event and who gives notice of cancellation:
- 31 days or more before commencement of an event will be entitled to a full refund or to transfer their fee to another IPA event within 12 months.
 - between 21 and 30 days before an event will be entitled to a 50% refund or to transfer 50% of their fee to another IPA event within 12 months.
 - between 3 and 20 days before an event will not be entitled to any refund or transfer of the event fee but may nominate an alternative person from within their organisation to attend*.
 - Less than 2 days before an event will not be entitled to any refund or transfer of the event fee, or nomination of an alternative person.
- 2.4 No additional charge will be made where the nominated alternative person would have been entitled to the same ticket price as the person who originally booked a place at the IPA event, but where that is not the case, any increase in ticket price becomes immediately due and payable by the nominated alternative person and will be invoiced accordingly.

3. Cancellation by the IPA

- 3.1 The IPA reserves the right to cancel or change an event for any reason, this includes, but is not limited to, changes to dates, venues, times, speakers, and programmes.

Cancellation for reasons within IPA control

- 3.2 If the event is cancelled for reasons within the IPA's control, all event charges will be honoured for the rescheduled event date or may be refunded in full. Your refund request must be submitted in writing by email to events@ipa.uk.com. The IPA will not be liable for any other costs incurred as a result of this cancellation.

Cancellation for reasons beyond IPA control

- 3.3 If the event is cancelled for reasons beyond our reasonable control, no refund of the event charge will be given, but the event charge can be retained as a credit for 12 months to be used for a future IPA event(s). The IPA will not be liable for any other costs incurred as a result of this cancellation.

4. Payment

- 4.1 Payment of event charges should ordinarily be made at the time of booking but in any event is due within 14 days of the IPA issuing a VAT invoice, or prior to the day of the event, whichever is the sooner. All booking amendments, substitutions and cancellations should be sent to events@ipa.uk.com. The IPA reserves the right to refuse admission to a delegate or delegates where any event charges are outstanding as at the date of the event.

5. Limitation of Liability

- 5.1 The IPA shall not be liable for any accident, injury, or loss suffered while attending an event, unless directly caused by negligence by the IPA.
- 5.2 Nothing in these Terms and Conditions limits any liability which cannot legally be limited, including, but not limited to, liability for:
 - 5.2.1 death or personal injury caused by negligence;
 - 5.2.2 fraud or fraudulent misrepresentation; and
 - 5.2.3 breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).
- 5.3 The IPA shall not be liable whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation, restitution or otherwise for any;
 - 5.3.1 loss arising from any theft or loss of or damage to property,
 - 5.3.2 loss of profits, loss of business, loss of income, depletion of goodwill and/or similar losses or loss or corruption of data or information, or pure economic loss, or for any special, indirect or consequential loss, costs, damages, charges or expenses however arising;
- 5.4 The IPA's total aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the Agreement shall be limited to the total Charges paid for the Training.
- 5.5 The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and sections 3 and 4 of the Supply of Goods and Services Act 1982 and by the Consumer Rights Act 2015 are, to the fullest extent permitted by law, excluded from these Terms and Conditions.
- 5.6 If a cloakroom is provided, all items are left at their owner's risk. If any items are found or left in the cloakroom after an event has finished, they will be taken to the venue's reception or Security Office or equivalent unless other arrangements are made with the owner of the item.
- 5.7 The IPA does not accept any responsibility for any loss incurred as a result of using or relying on material or information gathered at IPA events.
- 5.8 Any views expressed by any attendee, speaker, exhibitor, sponsor or other person at the event are their own and do not necessarily reflect the views of the IPA.
- 5.9 The copyright of all event materials provided to you for any of our events is the property of the speakers or of the IPA and is provided for your personal use only.
- 5.10 This clause 5 and all of its sub-clauses shall survive termination of the Agreement.

6 Right to entry

6.1 We reserve the right to refuse admission or require attendee(s) to leave before or during an event if, in our reasonable opinion:

6.1.1 admission to or presence at the venue might be a risk to the safety of the audience and/or the attendee(s). *attendees have not pre-registered and paid in full or are disruptive.

7 Other

7.1 The IPA reserves the right to amend these terms and conditions for future events.