



MEDICA CPD

## Medica CPD Event Terms and Conditions

The following terms and conditions apply to bookings on events, seminars, training courses and conferences delivered by Medica Cpd.

### Definitions and Interpretation

In these Terms, the following words and expressions shall have the following meanings.

- "You", "Your(s)" means the person named in the Booking Form as the person booked to attend a Medica Cpd Event.
- "Booking" means a booking for delegate/s to attend a Medica Cpd event made by submitting a Registration Booking Form and confirmed by Medica Cpd by providing you with a confirmation. *(as defined in clause 3.)*
- "Delegate(s)" means the person(s) attending at the Medica Cpd event.
- "Event" means a training course, exhibition, conference or other event to be held by Medica Cpd in respect of which you are submitting a Booking Form.
- "Fee" means the total sum payable by You to Medica Cpd as specified in the Booking;

### Registration Booking

1. Before booking onto any Medica Cpd event, please ensure you have read the event programme, content and Terms & Conditions.
2. Once Medica Cpd has received your booking via online, by telephone, email or in the post, this constitutes a firm booking.
3. Upon completion of your registration, you will be sent a confirmation by email. The confirmation will be sent to the e-mail address provided on the registration form.
4. If you have not received your confirmation details within 10 days of booking, you must contact Medica Cpd on 0141 638 4098 to arrange for documentation to be re-posted.
5. Registrations are unique to individuals and cannot be shared with another person.
6. If you are booking on behalf of another person, you must:
  - Ensure their availability to attend the full event on the date of event.
  - Ensure the event is the right one for their CPD requirements.
  - Pass on the confirmation or provide their contact details so Medica Cpd can send event communications directly.
  - Be aware of these Terms and Conditions and ensure they are passed onto the registered delegate.

Medica Cpd Ltd

Suite 23, 1 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, East Renfrewshire, G46 8NG

Tel: 0141 638 4098, Email: carolyn@medicacpd.com, Website: www.medicacpd.com

Registered in Scotland No: SC404764 VAT Number: 131 3638 40



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### Payment

1. PAYMENT IS DUE 30 DAYS FROM DATE OF THE INVOICE OR BEFORE THE EVENT START DATE. (*Whichever comes sooner*)
2. Full confirmation of attendance will only be issued when payment of invoice is received in full. Early registration is essential for invoices.
3. Your registration constitutes a legally binding agreement, payment must be received before the event. Any outstanding payment becomes the responsibility of the named delegate attending.
4. Registration fees are based on the date of receipt of the registration form.
5. All registration prices indicated are on per person basis.
6. To qualify for the Discounted Rate, registration booking forms for both events must be made on the same day and booked under the same delegate name to attend both the conference and training course.
7. VAT will be charged at the prevailing rate.

### Event Attendance

8. Upon arrival at the event venue, all registered delegates are to present their booking confirmation letter/email, received on the date of registering, to the Medica Cpd to be allowed access into the event.
9. Organising and financing accommodation and travel to attend the all Medica Cpd events is the responsibility of the registered delegate.
10. Where food and refreshments are to be provided, this will be stated on the event details and the cost included in the registration fee quoted. Any special dietary requirements need to be notified to Medica Cpd in advance of the event, as specified on the booking form.
11. In most circumstances, delegate packs will be issued on the day of the event. This documentation is made available only to those attending the event. Delegate packs are provided for the sole use of the delegate and may not be reproduced whether in whole or part, shared or distributed by any method whatsoever without prior permission of the copyright owner.
12. Medica Cpd will always try to run our events. There may be circumstances that affect you that are beyond our control such as rail/tube strikes or inclement weather. In these instances, the decision to attend or not rests solely with the registered delegate. Failure to attend the event will result in the full cost of the registration fee being incurred.

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### Cancellations

13. Cancellations must be made in writing. A refund less an administration charge of £25 will be given to cancellations received **2 months before** the event start date. After this date the full fee is payable, regardless if the delegate attends on the day or not.
14. Substitutions can be made for cancelled registrations, if we are notified up to 3 working days before the event.
15. Medica Cpd cannot transfer the registered delegate to another event if they are unable to attend the event registered for.
16. "No Shows" on the day of the event are liable for the full outstanding registration fee.

### Event Organisation

17. The Medica Cpd organisers reserve the right to change the programme, speakers and venue as required.
18. In the unlikely event that Medica Cpd have to cancel the event we will issue a refund for the registration fee. We are not responsible for any other costs incurred.
19. Registered participants will be informed in writing of any changes to the event prior to it starting.

### Data Protection

20. The personal data that you supply during the registration of this event will be entered into a database and used by the event organisers to manage your registration and attendance. Unless you advise to the contrary, in writing and in advance to the event organiser, your name and affiliation may be made available in a list of delegates to both attendees at, and the sponsor(s) of, the events. The personal data in the database will be retained by the event organisers, unless requested in writing, and may be used to inform you about other appropriate services and events that may be organised in the future.

### Photography & Videography

21. Medica Cpd reserves the right to photograph and videotape all Medica Cpd events and participants and to use such photographs and videos in any internal and external communication referring to Medica Cpd events, including, but not limited to, its websites, social media pages, newsletters, email campaigns, future event leaflets and event reports. You hereby consent to such uses.

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