

## TERMS AND CONDITIONS for registrations

### 1. Paid registrations, complimentary status and guest VIP invitations

All paid bookings must complete payment prior to the event to guarantee registration. Confirmation will be sent after payment has been received. If payment is not made at the time of booking, registration will be provisional. Complimentary status may undergo an approval process and confirmation of acceptance or otherwise will be sent as soon as possible. VIP invitations will be directed to a special link.

### 2. Early Bird Rate

In order to qualify for any 'early bird' rates, booking and payment must be received before the deadline date listed.

### 3. Substitutions & Cancellations

Delegates may nominate an alternative person from their organisation to attend up to 48 hours prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply as follows:

8 weeks or more prior to start of event: 10% of the delegate fee

4 to 8 weeks prior to start of event: 50% of the delegate fee

4 weeks or less prior to start of event: 100% of the delegate fee

All substitutions and cancellations must be received in writing and the remainder of the fee can be used as a credit for future events or refunded.

### 4. Access Requirements

Please advise us of any special access requirements that may be needed at the time of registration so that we can provide assistance

### 5. Registration Information

Registration information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email: [events.enquiry@haymarket.asia](mailto:events.enquiry@haymarket.asia)

### 6. Alterations to Programme – Cancellation or Postponement of Event

1. Haymarket Media Ltd reserves the right to make alterations to the programme, speaker faculty, location and the timings,
2. If the event is cancelled by Haymarket Media Group through force majeure including severe weather, acts of terrorism or any reason beyond the organiser's reasonable control, no refund will be made. Haymarket Media Ltd will make every effort to transfer the registration fee to another event but this is not guaranteed. If Haymarket Media cancels the event for alternative reasons, the registration fee will be refunded in full or transferred to another event. Liability will be limited to the amount of the fee paid by the delegate.
3. If an event, for whatever reason, is postponed or the dates are significantly changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.
4. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule in paragraph 3.

## 7. Speakers

Views given by speakers are their own. Haymarket Media Ltd cannot accept liability for advice given, or views expressed, by any speaker at the event or in any material provided to delegates.

## 8. Photography & Filming

For promotional purposes, there may be a professional photographer and video production taking place during the conference. Delegates who do not wish to be filmed or recorded should advise the organisers by email to Haymarket Media Ltd prior to the event. Registration at the event without this written advice indicates acceptance that the participant's image(delegate, sponsor, exhibitor, partner or speaker) may be used.

## 9. Data Protection

By submitting registration details, delegates agree to allow Haymarket Media Ltd and approved companies associated with the event to contact them regarding their services. Delegates who do not wish to receive such communications should choose the 'opt out' option clearly marked on the registration page. Any payment data received will be kept in strict accordance with our privacy policy and data protection laws.

## 10. Websites & Links

The event and associated websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Haymarket Media Ltd takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## 11. Insurance

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the event. Haymarket Media Ltd cannot be held liable for any loss, liability or damage to person or personal property. Events are held in suitable venues with public liability provision.

## 12. Speakers Terms & Conditions

1. Haymarket Media Ltd may use the speaker's name and presentation materials for promoting delegate attendance and also for post event marketing.
2. Presentations including all associated artwork and illustrations will be distributed to the audience post event via email or link unless the speaker clearly refuses in writing permission to do so.
3. The presentation should be free of advertising and commercialism.
4. Haymarket Media Ltd may video/live stream the speaker's session and the recording may be reproduced either as information or marketing on our website or publications or to delegates who were unable to attend
5. Speakers who do not wish to give permission for the above terms and conditions, please email the conference producer before the commencement of the conference.