

## Africa Gathering Terms and Conditions



### Disclaimer & Copyright

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Every precaution is taken by Africa Gathering to ensure that the content of this site is accurate and legally and morally correct.

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Please note: These terms and conditions apply to faxes, online and email or telephone call registrations. By registering for an Africa Gathering event, you agree to the following terms and conditions:

- A.) Delegate and Speaker Terms**
- B.) Event Programme Purchase Terms**
- C.) Data Protection**

### A.) Delegate and Speaker Terms

Delegate terms are applicable regardless of how registration is made.

- By registering for an Africa Gathering Event you agree to the following terms and conditions:
- Your booking will be confirmed by email and post upon receipt of your registration.

- Precise details of the venue will be provided on final confirmation along with directions to the venue.
- We reserve the right to refuse entry at our sole discretion.
- If for any reason the seminar/s is cancelled or changed, our liability in that instance shall be strictly limited to the amount paid for the place/s on the course.
- Should an event be cancelled within 48 hours prior to its start time, we will reschedule. No refunds will be possible but if delegates are unable to attend, vouchers will be offered as an alternative for future events.
- We reserve the right to change the venue at our discretion and in this event will send an email to delegates giving at least 48 hours notice of such change. We recommend regular checking of the event website for further details.
- A completed registration form (whether received via email, fax, telephone, post or made online) constitutes a confirmed booking, and can only be cancelled in writing. In the event of delegate cancellation, a full refund will be given up to 28 days before the event subject to a €120 administration fee. It is regretted that after this date refunds are not possible, however substitutions can be made with prior notice at any time. If a substitution is necessary, please contact us and we will be happy to update the delegate details.
- Discounts for members of applicable organisations are only used in conjunction with any other discount offer at the discretion of Africa Gathering Events. This discount is subject to verification of membership by the organisation. Free passes linked to paying delegates only become valid upon payment for the initial agreed number of delegates.
- Passes are accepted but any discount is claimed strictly subject to such discount having been approved by Africa Gathering Events directors with a discount code issued directly by Africa Gathering Events. Passes are temporary, are not transferable, and are subject to verification. Passes are only accepted in conjunction with another discount offer at the discretion of Africa Gathering Events.
- Payments to Africa Gathering Events by bank transfer must include any costs demanded by your local bank in your country of origin for transferring money.
- All conference names, titles and programmes (also referred to as agendas, proceedings) are the sole copyright of Africa Gathering Events. Any reproduction without prior permission in whatever form will result in legal action being pursued.
- The venues used by Africa Gathering Events may from time to time have their own policies in place that relate to the organisation and expectations of delegates. We will communicate venue idiosyncrasies in advance of the event date and accept no responsibility or liability for any non-adherence to these. Examples may include age restrictions, dress-code, and membership. Please contact Africa Gathering direct if you have any issues relating to this. **Event Changes** It may be necessary from time to time to amend the event programme and the details of those participating. Therefore, Africa Gathering Events reserves the right to alter the programme of the event at any time. We

endeavour to communicate any changes to both delegates and speakers and we recommend regular checking of the event website for up-to-date developments. If you have any specific queries, please do not hesitate to contact us – we are here to help and your interests are at the centre of our operations. As a result, if you are registered for VAT in England then we will not charge VAT at this stage. Africa Gathering is not VAT registered.

- It is Africa Gathering Events' policy that all speaker expense claims must be received strictly within 4 weeks of the date of the expense incurred. Expenses must be agreed upon prior to the event date. Expenses can be claimed on economy travel, an agreed amount of hotel nights and an agreed number of meals. All travel should ideally be booked in good time to ensure that the lowest possible ticket price is obtained. Unless prior permission is given in writing, Africa Gathering Events has an expenses payment ceiling of £100 which is strictly adhered to and is non-negotiable. All claims below this ceiling will be reviewed and the amount paid will be at the discretion of Africa Gathering Events. We reserve the right to refuse the payment of expenses under specific circumstances. We are unable to pay for phone calls, television services or other non-essential items or purchases. If clarification is required, please contact Africa Gathering Events prior to completing a purchase.

### **Africa Gathering Speaker Terms & Conditions**

Each presentation must provide case studies and examples relevant to the respective session topics.

- Speakers and poster presenters must be able to engage the audience, and make presentations in an interactive and engaging manner.
- Key-note presentations will be 18 minutes long on Friday and 10-15 minutes long on Saturday. The length of each presentation will vary depending on the number of speakers in each session.
- Speaker presentations will be made available online to all conference participants, unless otherwise specified.
  - All selected speakers will receive complimentary conference registration, and are required to register for the conference by June 15th.
  - Power Point presentations (or any photo slides, etc. you wish to use during your presentation) must be submitted to [info@africagathering](mailto:info@africagathering) by June 30th. Failure to submit presentation by due date is grounds for replacement. Speakers are also required to bring a current copy of their presentation on a USB drive the day of presentation.
  - Speakers are responsible for arranging and paying for their own accommodation and transportation.

## **B.) Event Programme Purchase Terms**

Africa Gathering Events will post the conference programme to the address provided by you.

Payments can be made via credit card (online or offline), cheque or bank transfer.

The Programme will be posted upon clearance of the correct funds.

Africa Gathering Events generally photographs and records a short video interview with all speakers, which are then made available on the web site. However, any participants who prefer not to be photographed or filmed are free to refuse.

Consumer Rights – Nothing in our T&Cs or this summary affects the statutory rights of a consumer as defined under the Unfair Contract Terms Act 1977.

## **C.) Data Protection Act**

The information you supply to Africa Gathering Events on this site and through any other means of submission will be held by us and used to inform you of other conferences and events that will be of interest to you. We will not sell your personal information to third parties. However, we may, from time to time, release information to carefully selected third parties whose services are deemed to be of potential interest to you. We respect your right to not receive this information. Therefore, if you do not wish to be contacted, please inform us in writing at the address below:

Africa Gathering  
Customer Liaison Department  
45 Great Guildford Road- London

Signed on behalf of

Africa Gathering

Signed by Speaker