



CONFERENCE TERMS AND CONDITIONS

Issued: 03/03/2025

The conference booking form constitutes a legally binding agreement. By registering for and/or attending the Archives & Records 2025 Hybrid Conference (The Event), all Delegates agree to be bound by, and comply with, these Terms and Conditions. It is the Delegate's responsibility to read and understand these Terms and Conditions.

DATA PROTECTION ACT 2018

The personal data that you are giving will be used for the purposes of administering the ARA Conference. It will be stored and disposed of appropriately based on the following internal policy:

Why are we asking for your consent?

We are committed to protecting the privacy of all personal data you provide us for your ARA 2025 Conference registration. The following statements describe what we are doing with your data and how long we store it, so that you are fully informed prior to you submitting your personal information for your registration.

Joint Data Controllers

Opening Doors & Venues Ltd for and on behalf of the Archives & Records Association

araconference@opening-doors.org.uk

+44 (0) 1562 731788

Archives & Records Association

conference@archives.org.uk

Nominated Data Protection Officer

Rose Padmore

Opening Doors & Venues Ltd for and on behalf of ARA

ARAconference@opening-doors.org.uk

+44 (0) 1562 731788

Why are we processing your personal data?

We ask for your personal data to facilitate your conference registration and subsequent attendance, in-person or virtually, and to keep you informed of conference updates and activities (legitimate interest).

Other third parties that will have access to your personal data.

Registration for the ARA Annual Conference will mean that your data will be shared with representatives of the ARA Committees and other third-party suppliers such as graphic designers, printers of name badges and venues for catering purposes. If you give consent during the registration process, then your details will be visible through the conference app or virtual platform and may be shared with sponsors. Given your interest in the topic, we may contact you to inform you of future editions of this conference based on legitimate interest.

We are using software provided and hosted by EventsAir. To read about how EventsAir process data, please click here: <https://eventsair.com/privacy-policy/>.



How long will we store your personal data?

Your personal data will be retained by the organisers (Opening Doors & Venues) for two years. Your data will be retained by ARA for a further seven years. Please consult the internal ARA Privacy Policy here: <https://www.archives.org.uk/privacy-policy>

Your right to enquire about your personal data.

You retain the right to ask us about your personal data at any time. Please contact us at ARAconference@opening-doors.org.uk with any enquiries that you may have.

Request to withdraw consent

You retain the right to withdraw your consent to use your personal data at any time by contacting ARAconference@opening-doors.org.uk.

PLEASE BE AWARE THAT A WITHDRAWAL OF CONSENT BEFORE THE START OF THE ARA CONFERENCE 2025 WILL INCUR A FULL EVENT CANCELLATION AS NOTED IN THE EVENT REGISTRATION TERMS & CONDITIONS.

VIRTUAL ATTENDANCE

- Virtual ticket holders will be granted access to the online components of the event, including live-streamed sessions, recordings, and digital materials via a designated platform, OnAir, hosted on EventsAir.
- Login credentials are unique, personal and non-transferable. Sharing access details may result in account suspension.
- Attendees are responsible for ensuring they have the necessary hardware, software, and internet connection to access the virtual platform. The Organiser is not responsible for technical issues on the attendee's end, such as poor internet connectivity or device incompatibility.
- Virtual attendees must engage respectfully in live chats, Q&A sessions, and networking features. The Organisers may remove participants from the event for disruptive behaviour, including inappropriate comments or harassment.
- **Intellectual Property Rights:** All presentations, recordings, and digital materials are the intellectual property of the Organiser or respective speakers. Unauthorised recording, distribution, or reproduction of event content is strictly prohibited.

PHOTOGRAPHY AND VIDEO RELEASE

Please be aware that our photographer will be taking photos throughout the event. We intend to use some of these photos for ARA's marketing promotion and rely on our legitimate interests to do so. If you wish to view photos taken of yourself or prefer that you do not appear in any such material, please contact the organisers on ARAconference@opening-doors.org.uk.

By registering for this hybrid event, delegates acknowledge and agree that the conference will be filmed, live-streamed, and recorded, and that their participation, including their image, voice, and any contributions they make during the programme (including during Q&A), may be captured and used for event-related purposes (including but not limited to live-streaming and recordings).

PAYMENT

Participants who are required to pay in full, must do so immediately on booking or prior to the conference if arranged with the organisers. Payment for Early Bird tickets must reach the organisers **before 31 May 2025**.



If an invoice is requested, payment will be required within 14 days of invoice date. In all cases, if payment is not received within these required time limits, the Organiser reserves the right to cancel the booking without notice. Payment may be made by credit card or bank transfer. When paying by bank transfer, all bank fees and money transfer costs must be prepaid by the transmitter. Please indicate your Booking Reference and surname as a reference on all bank transfers and communications.

Please note once a booking has been made, delegate fees will be due in full even where the delegate does not attend (subject to cancellation rights below).

SUBSTITUTIONS

Delegate substitutions are allowed, without charge, up to the day of The Event. If you need to substitute a place for yourself or your colleague, please take the following action:

Confirmation of substitution must be made in writing to ARAconference@opening-doors.org.uk with acknowledgement of substitution received by delegate.

CANCELLATIONS

If you need to cancel your booking the following charges apply:

Up to/Until 8 weeks before conference (Tuesday 1 st July)	No charge
Between 4 & 7 weeks (Wednesday 2 nd July to Tuesday 29 th July)	50% of the booked fee
On or after 4 weeks prior to The Event (Wednesday 30 th July)	100% of the booked fee

Requests of cancellation must be made in writing to ARAconference@opening-doors.org.uk, with an acknowledgement received from The Organisers. If you do not receive this within one week of your cancellation you must contact +44 (0) 1562 731788 to confirm it has been received. No requests to cancel will be deemed accepted until you have been advised by The Organiser.

Delegates are allowed to amend their booking. Please note cancellation charges (as per breakdown above) are still applicable if a reduction in the amount due has arisen from amendments made.

As noted prior, once a booking has been made, delegate fees will be due in full even where the delegate does not attend (subject to cancellation rights above).

Conference details will be issued subject to receipt of payment. Details of The Delegate place at the Event will be confirmed by The Organiser once the completed booking is received by The Organiser. Confirmation by The Organiser of The Delegate place at the Event forms a binding commitment for payment of the full relevant Registration Fee(s) by The Delegate.

Delegates agree that any information provided to The Organiser at registration or at any other time will be true, accurate and complete, and That Delegates will ensure that this information is kept up to date at all times.

The Archives & Records Association is registered as a Charity in England and Wales: Charity No. 1041063 and in Scotland: Charity No. SC041671.

Company limited by guarantee No. 2969472