# 2024 ANNUAL CONFERENCE OF THE SCOTTISH ECONOMIC SOCIETY

St Andrew Building, University of Glasgow
15-17 April 2024

## **CONFERENCE TERMS AND CONDITIONS**

This booking form constitutes a legally binding agreement. By registering for and/or attending the Scottish Economic Society Conference 2024 (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.

#### 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 7 February 2024.

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 <u>celia@conferencehub.co.uk</u> 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 (Monday 26 February)	No charge
Between 4 & 7 weeks (Tuesday 27 February Monday 18 March)	50% of the booked fee
On or after 4 weeks prior to The Event (Tuesday 19 March)	100% of the booked fee

Requests of cancellation must be made in writing to <u>celia@conferencehub.co.uk</u>, with an acknowledgement received from The Organisers. If you do not receive this within one week of your cancellation you must contact +44 (0) 1769 175 351 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 if required 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.