

## **The Chartered Institute of Fundraising Scottish Fundraising Conference 9-10 June 2022**

### **TERMS & CONDITIONS**

An online registration constitutes a legally binding agreement with Chartered Institute of Fundraising Scotland and so we recommend that you only register once you are sure of your attendance. If you wish to cancel your attendance at the conference you must do so by putting this in writing to the conference support team at [scotconf22@conferencecare.com](mailto:scotconf22@conferencecare.com).

### **Conference Packages**

- All conference packages are offered strictly as outlined. No discounts or refunds will be available where delegates choose not to take advantage of all package inclusions.
- No package can be split and each package must be attended by the same person for the duration of the event, including the gala dinner.
- Anyone found to be breaching package options, will be charged the full amount for a relevant additional package and each person will also be charged an additional administration fee of £50 + vat.
- Residential delegate packages will be offered on a strictly first come first served basis. Once a package is full, this option will be withdrawn from sale.
- Without exception, all bookings **must** be paid in advance prior to delegates attending the conference. If the Chartered Institute of Fundraising Scotland have not received a payment from the organisation in advance of the event, delegates will be asked to pay on arrival to the conference, if at this point the delegate is unable to make a payment, then Chartered Institute of Fundraising Scotland have the right to refuse entrance to the conference.
- All delegates must be registered via the online booking system or have your booking confirmed by email from the conference support team.
- Chartered Institute of Fundraising Scotland have implemented an online payment system to allow payment by credit/debit card. Guests who prefer to be invoiced should confirm this at the point of registration (and note the invoice payment terms only available up to Sunday 8<sup>th</sup> May 2022). All invoices should be paid directly to the account details displayed on the invoice and are **NOT** to be paid into their usual Chartered Institute of Fundraising Scotland bank account.
- Membership rates only apply to Individual Members of the Chartered Institute of Fundraising. Please [click here](#) for further information about individual membership.
- Discounts are not available for Organisational members of the Chartered Institute of Fundraising Scotland.

• **The payment terms of Chartered Institute of Fundraising Scotland invoices is 30 days, and all invoices must be paid before Tuesday 7<sup>th</sup> June 2022.**

- From 11.59pm on Sunday 8<sup>th</sup> May 2022, the option to pay by invoice will be removed. Only immediate payment by credit card will be accepted.
- Chartered Institute of Fundraising Scotland reserves the right to cancel any conference places, where payment has not been received.

### **Early Bird Discount**

- Early Bird registrations must be received online no later than midnight on the 15<sup>th</sup> April 2022.
- To qualify for the Early Bird discount, payment must be received and cleared in full by Chartered Institute of Fundraising Scotland no later than 5:00pm on Sunday 15<sup>th</sup> May 2022
- Any Early bird registrations that fail to complete payment prior to the 15<sup>th</sup> May 2022 deadline will no longer be entitled to the early bird discount and an invoice will be issued for the applicable full registration fee.
- At the point of registration the full name and organisation details are required for each attending delegate to guarantee the early bird discounted fee.

### **Group Discount**

- Group discounts are available until the site closes on Tuesday 7<sup>th</sup> June 2022
- 10% discount will automatically be deducted from the basket when the following terms are met:
  - The discount applies to both Chartered Institute of Fundraising Scotland individual members and non-members
  - The discount only applies to conference passes including 1 day passes, 2 day passes or full event passes and it does NOT apply to dinner tickets
  - To qualify for the discount, a minimum of 5 or more tickets must be purchased in one transaction. Any additional tickets purchased after the original booking is complete will not be entitled to the discount.
- Any cancellations made that reduce the total number of tickets on one transaction fall below 5, the discount will no longer be valid and you will be charged for the full price tickets.

### **Payment Process**

- Without exception, all Conference fees including any sponsorship or membership arrangements which form part of your conference package must be paid in advance of the event. If the Chartered Institute of Fundraising Scotland have not received a payment from the organisation in advance of the event, delegates will be asked to pay on arrival to the conference, if at this point the delegate is unable to make a payment, then Chartered Institute of Fundraising Scotland have the right to refuse entrance to the conference.

## **Cancellations & Amendments**

- All cancellations and amendments must be made in writing via the conference support team [scotconf22@conferencecare.com](mailto:scotconf22@conferencecare.com).
- The administration fee will apply whether or not the invoice has been paid.
- If you cancel your booking, Chartered Institute of Fundraising Scotland shall refund the conference fee paid, minus an administration charge, on the following basis:
  - Any cancellation **50 days or more** from the event will be subject to a **FULL REFUND** with the exception of a £50 + vat administration fee
  - Any cancellation **from 49 to 30 days** from the event will be subject to a **75% REFUND** with the exception of a £50 + vat administration fee
  - Any cancellation **from 29 to 15 days** of the event will be subject to a **50% REFUND** with the exception of a £50 + vat administration fee
  - Any cancellation **from 14 days** of the event will subject to **NO REFUND**
- Subject to availability, any new bookings that are taken whilst at the conference will be subject to the £50 + vat administration fee and will require immediate credit card payment.
- If you have purchased a GROUP DISCOUNT, any cancellations made that reduces the total number of tickets on one transaction fall below 5, the discount will no longer be valid and you will be charged for the full price tickets.
- Any international bookings made will be subject to 100% cancellation policy and will not be issued a refund.
- In the unlikely event that Chartered Institute of Fundraising Scotland has to cancel the conference our liability shall be restricted to repayment of booking fees only.

*(Chartered Institute of Fundraising Scotland fully expects that the conference goes ahead, but we reserve the right to cancel at any time. If we do so) other than for reasons outside of our control), we will refund your conference fee in full but will have no further liabilities to you. In particular, we will not meet the costs of any pre-booked accommodation or travel. If we are forced to cancel the conference as a result of events arising which are outside of our control, we will have no obligation to offer a refund of your conference fee. Chartered Institute of Fundraising Scotland recommends that all attendees take out appropriate insurance*

### **Non Arrivals**

- Although substitutions may be accepted if notified in writing prior to the event (as set out above), non-arrivals will be liable for the full fee of the relevant conference package that the delegate was booked to attend.

### **Liability**

- Chartered Institute of Fundraising Scotland accepts no liability to conference attendees, except as set out in these Terms and Conditions, and in particular, we are unable to accept liability for the loss of your personal property while at the conference.

### **International Bookings**

- Any international bookings made will be subject to 100% cancellation policy and will not be issued a refund.
- All international bookings must be paid full by the end of the invoice due date. If a payment is not received by this date, your conference place will automatically be cancelled.
- Chartered Institute of Fundraising Scotland is unable to provide any international delegates with visa information and can only provide a letter of invitation to assist this process. It will be the delegates own responsibility for arranging their own visa.
- Chartered Institute of Fundraising Scotland are unable to assist with booking any travel arrangements for international delegates

### **Declaration**

Please note the below which is applicable for all bookings:

I share the Chartered Institute's ambition to create a culture where everyone is not just safe, but able to truly thrive. I have read carefully and understand the Code of Behaviour for Training and Events. I hereby agree to abide by its requirements and commit to upholding the standards of conduct required.

I declare that:

- I am not currently suspended due to an investigation by the Chartered Institute.
- I have not previously been found to have violated any of the behaviours outlined in this Code of Behaviour.
- I have not received sanctions by the Chartered Institute which prevent me from participating in this event / training.

In the event of a violation of this Code of Behaviour I accept that:

- My organisation (if relevant) may be notified of the violation and proposed course of action.
- Support may be withdrawn from me to attend the event, and I may not be invited to future events.



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- The Chartered Institute is not liable or responsible for any legal actions brought against me and I will be responsible for all legal costs in such circumstances.

<https://ciof.org.uk/complaints/code-of-behaviour-for-training-and-events>

### **COVID-19**

If you are displaying signs of COVID-19, you must follow your local government guidelines and not attend the event. Should you suddenly feel unwell during the event, please inform a member of staff who will be able to advise. We are unable to offer a refund if you are unable to attend the event if you have the Coronavirus. Any refunds are to be honoured at the discretion of the Chartered Institute of Fundraising Scotland.