

## The Chartered Institute of Fundraising Scottish Fundraising Awards 9<sup>th</sup> June 2022

### TERMS & CONDITIONS

An online registration constitutes a legally binding agreement with the 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 dinner you must do so by putting this in writing to the conference support team at [scotconf22@conferencecare.com](mailto:scotconf22@conferencecare.com).

- Without exception, all bookings **must** be paid in advance prior to delegates attending the dinner.
- 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.
- **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 dinner 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 5:00pm on 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.



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## Payment Process

- Without exception, all dinner fees including any sponsorship or membership arrangements which form part of your dinner package must be paid in advance of the event.

## 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.
- 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)*



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### **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 dinner 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 dinner.

### **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

### **Awards Dinner**

All dietary requirements will be met if disclosed at the time of booking. We cannot guarantee that any dietary requests on the evening may be met if the events team were not made aware at the time of booking.

### **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.



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- 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.
- 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 Cancellation**

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.