

## Terms and Conditions

for

### Lectures, seminars, ceremonies and dinners

#### Booking Conditions

A confirmation email will be sent to you on receipt of your booking. Please ensure that you include your correct email address upon registration. If you have requested an invoice (if this option is made available by ICE at the time of your booking), one will be sent to you from Thomas Telford Ltd, a wholly owned subsidiary of the Institution of Civil Engineers. When a payment is required to attend, this must be received before the conference date. If payment is not received, delegates will be asked to guarantee payment with a personal credit card before gaining access to the event.

#### Joining Instructions

Joining instructions will be issued, by email, subject to receipt of payment for non-complimentary events. We cannot be held responsible for the non-arrival of registration information. If you have not heard from us within 7 days of the event date, please contact the Events Team on [events@ice.org.uk](mailto:events@ice.org.uk) or +44 (0)20 7665 2226.

#### Cancellations / Substitutions

All cancellations or substitutions must be made in writing at least 5 full working days before the start of the event.

Cancellations made up to 5 full working days (i.e. excluding Saturday, Sunday and all public holidays) before the event will not be charged.

Any cancellations made less than 5 full working days before the event will be charged at 100% of the full payable fee.

Non-attendance will be deemed as cancellation, and 100% of the fee will be charged.

Substitution of an attendee by someone not yet booked onto the event is allowed at any time before the event and must be made in writing to the Events Team.

It may be necessary for reasons beyond the control of the organisers to alter the content, timing and venue of the programme, format, menu or the identity of the speakers.

In the event that the event has to be cancelled you will be entitled to a full refund of your paid fees. The Institution of Civil Engineers will not be responsible for the reimbursement of any airfare, hotel or other costs incurred by potential attendees unless otherwise stated.

## Liability

The Organisers do not accept responsibility for any loss of, or damage to personal property. The attendee or his/her guests will be held responsible for damage caused by themselves or their guests during an event to the property of the venue or the Organisers, and will agree to make good or pay full restitution for the making good of any such damage.

Personal injury or any kind of liability which may arise from the use of the venue caused by the Delegate or guests of the Delegate in any part of the venue will not be the responsibility of the Organisers.

The Delegate will agree not to bring beverages or food of any kind into the venue and not to cause or permit the guests or invitees to do so.

## Force Majeure

ICE shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics or acute outbreaks of communicable disease, the availability of the location for the Event or other similar causes beyond its reasonable control.

The Organisers shall not be liable to the Delegate or any Presenting Author for any loss or damage (whether direct or indirect) which may be suffered by the Delegate due to any circumstances or events beyond the Organiser's control including, but not limited to, acts of God, war, riot, strike, lock-out, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, storm, leakage, shortage of or inability to obtain materials, failure of supply of electricity or telephone or compliance with any regulation, direction or request made by a Government authority.

## Event Language

English, unless otherwise stated.

## Data Protection

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This includes addresses, email addresses, professional history, photos and interest where notified. This will be used confidentially for normal purposes, including subscription collection, mailing of publications, and notification and publication of conferences and events. Overseas members may have their data transferred to International

Country representatives for administration of local events in their country of residence. We also use the information to target journals, training and other services we provide. If you do not wish to receive information of this type, please inform the Data Protection Officer, in writing or at the email address given below. We generate significant income on your behalf from carefully screened third parties who can offer you services; we only arrange this where we believe most of our members and customers will welcome the opportunity. This helps pay for enhanced services. If you do not wish to receive such information, please inform the Data Protection Officer, in writing or at the email address given below. If you have any queries regarding data protection, please email [dataprotection@ice.org.uk](mailto:dataprotection@ice.org.uk) or contact: +44 (0)207 665 2146.

### Specific requirements

Please ensure you notify the Events Team at the time of your booking if you have any specific needs. ICE will endeavour to make any reasonable adjustments.

### General

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising. Submission of this booking constitutes a legally binding agreement. UK delegates may request an invoice and requests must be endorsed with either a purchase order number or by an authorised signatory.