



Terms and conditions

Event bookings

Updated May 2018

cipp

the **chartered institute**
of **payroll professionals**

leading the profession

Terms and conditions for event bookings

This document (together with the documents expressly referred to in it) provides information about us and the legal terms and conditions (terms of business) which govern event bookings through the CIPP. Event bookings made via the CIPP website are also subject the terms and conditions of website use available at <http://www.cipp.org.uk/terms>.

These terms of business will apply to any contract between us for the sale of Products to you (Contract). Please read these Terms of business carefully and make sure that you understand them, before booking any events with the CIPP. Please note that by booking your place on CIPP events, you are agreeing to be bound by these terms of business and the other documents expressly referred to in it.

If you refuse to accept our terms of business then you will not be able to book events with the CIPP.

You may wish to print a copy of these Terms of business (or save them to your computer) for future reference. The latest version of these terms will be available at <http://www.cipp.org.uk/terms>.

These terms of business, and any Contract between us, are only in the English language.

1. Definitions and Interpretation

The following definitions and interpretation shall apply to all dealings between the Buyer and the Company
‘The Company’, ‘Us’ ‘Our’ and ‘We’ shall mean IPP Education Ltd trading as the CIPP, the Chartered Institute of Payroll Professionals

“The Buyer” shall mean the person, firm or company to whom the CIPP agrees to supply to

“Products/Services” means the products and/or services we agreed to provide you with under the Contract

“Contract Document” means the enrolment form, booking form, registration form, and schedules applicable to it and our terms of business

2. Conditions Applying

- 2.1. These terms and conditions supersede any terms and conditions proposed by The Buyer and may not be varied except with the written consent of The Company in accordance with 2.3 below
- 2.2. Prior to booking you must refer to our Website terms and conditions
- 2.3. For Privacy and Data Protection Policy refer to clauses 5 and 8 of our Website terms and conditions
- 2.4. Any variation to these terms and conditions must be agreed in writing and signed or countersigned by a Director of The Company

3. Fees, Invoicing and Payment

3.1. Fees

The price(s) charged will be as shown on The Company's website at the time of the purchase of the Products/Services. The only exceptions shall be any variation pursuant to 2.3 above. All prices quoted are exclusive of VAT which will be added to all sums due under invoice. The Buyer will pay fees in full and, except as stated in these Terms, fees are not refundable

3.2. Invoicing and Payment

The following payment terms form part of your original contract and must be adhered to

3.2.1. Payment can be made electronically by credit/debit card at the time of booking

3.2.2. Alternatively an invoice can be requested. Unless the Contract Document states otherwise, the total invoice is due for payment the earlier of the date of the event or within 30 days of the date of issue without any right of set-off. Methods of payment are detailed on our invoices

3.3. Non-payment of invoices

3.3.1. If the buyer has any queries on receipt of the invoice, The Buyer will write to The Company specifying their concern within 14 days of the date of the invoice. If The Buyer does not raise such a query, payment of the invoice shall be due in accordance with clause 3.2 above

3.3.2. If any payment is outstanding for an event, The Company shall be entitled to deny any delegate registered by The Buyer entry to the event until such time as payment is made

4. Confirmation of Booking

By submitting a booking form you agree and confirm that the delegate will attend the event. All bookings are subject to availability. Bookings will be confirmed when a place has been allocated. Joining instructions will be issued no later than seven days prior to the event.

5. Rescheduling, Transfers, Cancellation and Non-attendance

5.1. **By us:** The dates, times and venues advertised are provisional. We will use reasonable endeavours to adhere to these; however, we may reschedule or cancel if circumstances beyond our control make cancellation necessary. Circumstances beyond our control include, but are not limited to, acts of terror, natural disaster, strikes, 'Acts of God' and adverse weather conditions. In the event of a change or cancellation we will make reasonable endeavours to notify you and offer you an alternative. If you do not accept an alternative we shall refund fees paid for the original booking and you agree that we shall incur no further liability whatsoever as a result of the cancellation.

5.2. **By you:** If a delegate cannot attend an event after booking is confirmed, subject to availability, they will be transferred to another event of the same or different title or of the same or different date provided we receive the request for transfer in writing no later than 21 days prior to commencement of the event and you will pay the difference, where applicable. A charge of £65+VAT will be levied if less than 21 days' notice is given. In the event that the delegate want to cancel their booking they must send us a request in writing no later than 21 days prior to the event date and a charge of £65 + VAT per person, per cancellation will be levied. We shall not refund fees where less than 21 days' notice is received or for non-attendance on the day.

- 5.3. By exception, a National Forum may be cancelled no later than two working days prior to the event date. Any delegate booked on to a National Forum who fails to attend without prior cancellation will be issued an invoice for £65 + VAT for non-attendance.
- 5.4. We accept substitute delegates at any time. Details must be provided in writing. A fee of £65+VAT will be charged if notice is given 21 days or less before the course.
- 5.5. **Online Events:** We shall not refund fees paid once a delegate has been enrolled and event material has been made available.
- 5.6. Additional fee information:
 - Change of delegate within 21 days of event - £65+VAT
 - Non-attendance or cancellation of attendance at a National Forum within two days of event - £65+VAT
 - Non-attendance or cancellation within 21 days of an event – no refund

6. Discounts and Promotions

- 6.1. To be eligible for discounts and promotions, you must meet the criteria for each discount or promotion type as set out by CIPP.
- 6.2. Loyalty rates are available to any individual who attended the CIPP Annual Conference or Scottish National Conference the preceding year. Where a company paid for a delegate to attend the preceding year, the loyalty rate can be transferred to a different employee of the same company.
- 6.3. Membership discounts are applicable to paying members of the CIPP who hold Associate, Full, Fellow or Chartered membership only. Membership numbers must be quoted at the time of booking.
- 6.4. The CIPP may introduce a promotion at any time. Promotional rates are not applicable to those who have already booked to attend an event. A promotion is subject to availability. A promotion does not give you the right to book a specific event or book a combination/mix of events. We reserve the right to reject the combination of events or cancel a promotion without notice. Only one offer/promotion can be accepted and must be applied at the time of booking.

7. Data protection

- 7.1. All data collected as part of this contract for services is in accordance with the data protection regulations applicable to the UK as outlined within the CIPP's [privacy notice](#).
- 7.2. If you wish to exercise your rights of access to your personal data processed by the CIPP then please contact us, in writing at **CIPP, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, West Midlands, B90 4ZL**

8. Photography use

- 8.1. Photographs and video footage may be recorded at any CIPP events and may include any delegates present at the event. Photographs and footage taken may be used in follow up publications or for future marketing of CIPP events.
 - 8.1.1. Delegates featured in, or in the background of, photographs taken will not be personally identified unless specific consent has been granted by the individual in question.
 - 8.1.1.1. This does not apply to speaker photos used for marketing purposes and who have previously consented to use of image rights

9. Copyright

9.1. We retain ownership and sole rights to the copyright of any material provided for the purpose of the event or available online. Once supplied, materials, with the exception of the copyright, become the personal property of the delegate and no part of the materials may be used or reproduced in any form by any person or organisation unless as authorised by a Director of 'The Company'.

9.2. Audio or video recording at any event is not allowed except where we have given prior written permission.

10. Law of England

For all legal relationships between the Company and the Buyer, the law of England and Wales shall apply.

11. Severability

If a provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.