

## EVENTS TERMS & CONDITIONS



### *Women in Biotech event series, TechBio X event series and BIA regional focus events, 2024*

#### **Payment of Fees**

By completing the event registration form, the attendee is committing to attend and therefore pay for the applicable amount (complying with the cancellation policy below).

#### **All payments should be made prior to the event**

From January 2024 please be aware we are no longer able to accept payment by invoice on bookings under £100 +VAT.

All bookings under £100 +VAT must be paid immediately by credit or debit card. For bookings exceeding £100 +VAT you can choose the invoice option. Invoices should be paid within 30 days of the invoice date.

If you wish to pay by BACS, please send remittance advice to [accounts@bioindustry.org](mailto:accounts@bioindustry.org)

#### Bank name:

Lloyds, 1 High Street, Carfax, Oxford, OX1 4AA

Sort Code: 30-96-35

A/c No: 00069829

Swift Code: LOYDGB2L

Payment can also be made online via the link that is on your invoice.

#### **Cancellation and refunds**

All cancellations must be made in writing by email to [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org).

If you cancel within five working days of the event, the full fee remains payable. Cancellations made more than five working days before the event will be subject to a 20% administration fee.

- Companies may nominate a substitute from within their own organisation if a registered person is unable to attend. Substitution is not guaranteed and is liable to consideration by the event organisers.
- Should we be required to cancel an event due to circumstances outside of our control, we will not refund any fees paid to us.

#### **Data collection and use**

Your full name, company name, job title, email address and telephone number will be collected and stored by the BIA in line with its privacy statement upon registration and used to contact you in regard to this event.

For our virtual events we use one of two event platforms, or sometimes both: Swapcard (<https://www.swapcard.com/>) and Remo (<https://remo.co/>)

When using Remo or Swapcard, your email address will be uploaded to the platform in order to create an account for you. When accessing the event you will then have the option to enter a display name, a profile picture, your job title, company name and social media links.

Click the following links for full details of what data will be collected by [Zoom](#), [Remo](#) and [Swapcard](#) and how it will be processed and stored.

The data that the BIA will collect from you will be treated in accordance to the above and to our [privacy statement](#). This is necessary in order for you to be able to join the online event and is therefore a precondition of service.

### **Delegate lists**

At many of our events we distribute delegates lists to all attendees, either soft copies or printed ones, in order to facilitate networking. These lists consist of the full name, company name and at times job title of all registered attendees, but do not include contact details such as email addresses.

We don't allow third parties to use these lists for promotional purposes.

### **Photographs/screenshots**

We take photographs (or screenshots) at most of our events and they are often used for marketing purposes (e.g.: on twitter, LinkedIn, marketing emails, etc). If you do not wish for photos or videos of you to be made public, please let us know by emailing [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org)

In some circumstances event partners such as venues or sponsors may take photographs at events for their own marketing purposes. If you do not wish for photos or videos of you to be made public on partner marketing channels, please let us know by emailing [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org)