

## EVENTS TERMS & CONDITIONS

### 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.

You are encouraged to pay by means of **credit and debit card** or 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 [admin@bioindustry.org](mailto:admin@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 emailed to you along with your invoice.

### Cancellation and refunds

If you cancel within **ten working days** of the event, the full fee remains payable. Cancellations made more than ten 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 protection

Personal data is gathered in compliance with the Data Protection Act 1998.

Your information will be maintained on the UK BioIndustry Association database and used to register you for this event and/or contact you by email, phone or post with information about other events, products and services which we or our associated companies/associations provide. We may also from time to time act on behalf of selective 3rd parties to communicate information we believe is of relevance to your organisation or role within your company. If you do not wish to receive these offers, please write to the BIA at [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org).

### Photography

We take photographs at all of our events. Photos are often used for marketing purposes (e.g.: on twitter, on direct marketing emails, etc). By signing up to any of our events you consent to us using photos in which you might appear.