



DELEGATE TERMS & CONDITIONS

Confirmation Procedure

In order for your booking to be processed, you must sign the terms and conditions by ticking the box agreeing to them on your registration form.

Your place is not guaranteed until you have received email confirmation from BSAS; please look out for the email confirming the details of your booking. You will receive your login details & online access code a within 5 working days prior to the conference via email.

All fees must be paid in full prior to the conference, without exception, tickets and log in details will not be sent until payment has been received in full.

Payment

If you request to be invoiced, payment terms will be 30 days from invoice date. An invoice will be generated and sent out to you via email. If your company uses Purchase Order Numbers, please supply this at the time of booking as failure to do so may cause problems with your booking. Payment details and methods will be outlined on the invoice.

If you chose to pay by credit card upon registration, you will receive an email confirmation from Stripe and a VAT receipt will emailed to you.

Please note we do not accept cash or cheque payments. We must receive full payment prior to the event start date. If you are booking within 6 weeks of the event, we will require payment by credit card. If this causes difficulty, then please contact Kaya East - Tel: 01787 221029 Email: bsas@bsas.org.uk.

Registration

In Person

BSAS Annual Conference 2022 is being held as a hybrid event at the [EMCC Nottingham](#).

In person tickets and badges will be sent via email within 5 working days of the event start date along with full delegate joining guidelines and instructions on how to get to the venue.

Virtual

Your login details code is for your use only and is not transferable and not to be shared. For group bookings each member of the group will be given log in details for their personal use only and this should be adhered to at all times.

Membership

You may choose to become a BSAS member as part of the conference booking process and to receive membership discount on your booking. Your membership fee will be charged at this point. If your application for membership is later refused the discount will no longer be applicable. Any difference in non-member pricing and membership fee refund will be returned to you. Membership fees are not refundable.

Cancellations

Cancellation of registrations must be received in writing to bsas@bsas.org.uk.

Cancellations received up to 30 days prior to the conference are entitled to a full refund less a £50 administration fee. Within 30 days of the conference, no refund applies. BSAS will not be held responsible if for any reason the conference is unable to commence or curtailed early.

Substitute delegates are welcome at no extra charge but we require you to advise us of any substitutions no later than 30 days prior to the first day of the conference.

Any cancellations that still have payment outstanding will be liable for either the administration fee or the full registration fee, dependent on the date and time of the cancellation.

Attendance fees will not be refunded in the event of threat of war, terrorism, strikes or other circumstances outside of the organisers' control.

Speaker Confirmation & Changes

Changes to any aspect of the conference (including speakers) may be necessary due to events outside the control of BSAS. The organisers therefore reserve the right to make any necessary amendments to the programme or timings of the event.

Coronavirus (COVID-19)

BSAS will be adhering to the official [UK Government Guidelines](#) and restrictions in place at the EMCC at the time of the conference and full guidelines will be sent to delegates prior to the conference.

BSAS will be monitoring the COVID-19 Crisis continuously in the run up to the conference.

Data Protection

BSAS operates is a registered data controller with the Information Commissioner's Office (registration number Z7209626) and operates in compliance with the Data Protection Act 2018.

All personal contact details collected will only be available to relevant BSAS officers and its representatives. Your data will not be shared with any third parties other than those involved in the delivery of the conference. BSAS does not sell its member nor delegate data to any third parties.

For those registering for the conference who are not BSAS members, we retain all delegate information for two years expressly to allow us to contact you regarding upcoming BSAS events (or those of its relevant partners) and membership benefits. If you do want to be contacted or wish us to delete your information immediately following the period of time required to deliver the conference, please tick the relevant box on the registration form.

Registered delegates' name, place of work and occupation (not contact details) will be placed on the attendee list by default and made available to all delegates. If you wish to be excluded from this list, please tick the relevant box on the registration form.

Many, if not all, conference sessions will be recorded. Delegates who do not wish to be seen in these videos should ensure they keep their camera disabled.

Images from these video sessions may also be used for promotional on-line purposes and/or in printed materials. Should you wish to be visible while participating in video sessions but excluded from any promotional material, please ensure you tick the relevant box on the registration form.

By registering for BSAS Annual conference 2021 you will automatically receive our delegate update emails with information about relevant conference content, products and services concerning the conference. However, following the conference, the emails you receive from BSAS will be determined by your preferences outlined above.

