

## ICF National Conference 2006 – Terms & Conditions



All delegates attending the ICF National Conference 2006 please note and agree to abide by the following terms and conditions:

ICF anticipates this will be a popular event and places will be allocated on a first-come, first-served basis.

Accommodation will be in singly study bedrooms at Dale Hall, The University of Liverpool. En-suite facilities are available at an extra charge. Please indicate on your booking form whether you require shared facilities or you will automatically be allocated en-suite.

Any delegate not booking B&B or the conference dinner will be responsible for his or her own alternative arrangements.

All bookings will be acknowledged in writing\* by the ICF.

Information from the booking forms will be used to provide a list of delegates, speakers and organisers at the National Conference 2006.

The registration fee for ICF members is exempt of VAT; an element of the non-member fee is subject to VAT. A VAT receipt can be issued on request.

All bookings and fees must be with the ICF secretariat not less than one week before the event.

Cancellations and substitutions:

- a. If you wish to cancel your booking, please inform ICF in writing\* immediately
- b. There will be no refund of the registration fee for cancellations made after 22 March 2006.
- c. Refunds due to cancellation prior to 22 March 2006 will have £35 deducted to cover administration costs
- d. Refunds on meals and accommodation will depend on whether the University will accept a late cancellation and any cancellation charge imposed by the University.
- e. Substitutions can be made at any time subject to ICF being notified of the substitution by Monday 3 April. However, alternative alterations to the accommodation cannot be made without prior agreement from ICF.

There will be NO refund of any kind for non-attendance at the meeting.

ICF reserves the right to amend the programme without prior notice to registrants. In the event of cancellation of the conference by ICF, registrants will be advised in writing\* not less than 48 hours before the event and any fees outlaid will be refunded in full.

*\*In writing may include fax and e-mail.*