

# **TERMS AND CONDITIONS**

### **Confirmation Upon Payment**

- A booking is confirmed once payment is made.

#### Cancellation

- Payment is not refundable.

- A substitute attendee is welcome to attend at no extra cost, should the attendee be unable to attend, provided that we are informed in writing to dynamotraining@dynamousergroup.com at least 5 working days prior to the event.

- Attendees who do not show up at the event will forfeit their booking and no money will be refunded.

#### Insurance

- It is the responsibility of the attendee to arrange appropriate insurance cover in connection with their attendance at the training. Dynamo User Group cannot be held liable for any loss, liability or damage to personal property.

### Catering

- Catering can be tailored for special dietary requirements. Special food requirements must be specified with your booking.

### Alterations to Programme - Cancellation/Postponement of Training

- Dynamo User Group reserves the right to cancel the training due to unforeseen circumstances. In such a case a full ticket refund will be available or a free transfer to the next training.

- Dynamo User Group reserves the right to cancel the training if the quorum is not reached. In such a case a full ticket refund will be available or a free transfer to the next training.

- Dynamo User Group reserves the right to make alterations to the training, venue and timings.



- In the event of it being found necessary, for whatever reason, that the training is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the attendees.

# Data Protection

By submitting registration details, delegates agree to allow Dynamo User Group and companies associated with the training to contact them regarding their services. Delegates who do not wish to receive such communications please email dynamotraining@dynamousergroup.com. The contact details of registered delegates will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the training for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

## Speakers

Views expressed by trainers are their own. Dynamo User Group cannot accept liability for advice given, or views expressed, by any trainers at the conference or in any material provided to delegates.

### Photography & Filming

There may be a photographer and video production taking place during the training. Delegates who do not wish to be filmed or recorded should advise the organisers by email to dynamotraining@dynamousergroup.com prior to the training.

### **Access Requirements**

Delegates should advise of any special access requirements at the time of registration.