

Southwest Conferences Ltd.

Directors: Cara Flanagan and Rob Jones

Company name	Southwest Conferences Ltd.
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Company number	SC339059
VAT registration number	936 0767 05

Terms and conditions

Booking

1. All initial bookings are provisional, no deposit is taken and you are making no commitment.
2. Southwest Conferences will protect this booking until the advertised deadline. At that time you must make payment in full, otherwise you may forfeit your reservation.

Payment

3. The fee is stated on the booking. Southwest Conferences is liable for VAT (registration 936 076 705). The price will be quoted without VAT which is then added to your final bill.
4. When your students have paid you, please then request an invoice. Once you have requested this invoice the amount required cannot be reduced. Receipt of the invoice guarantees payment for the amount stated.
5. Payment for the invoice is at time of service.
6. If no payment is made by the deadline, your booking will be cancelled.

What is included in your booking

7. A space at the Event for each ticket purchased or allocated.
8. No lunch or refreshments are provided.

Materials

9. Materials may be provided after the Event (notes, PowerPoints, videos). Copyright in the Materials belongs to us exclusively or is used under licence from a third party. You may not copy, distribute, publish, sell or disseminate the Materials in any form via any channel without our prior written consent.

Alteration or cancellation of the Event

10. We reserve the right to amend the Event if any of the speakers is unable to attend the Event. This includes the lead speaker. A suitable replacement will be found. There will be no refunds for a change of programme.
11. We reserve the right to cancel the Event if circumstances beyond our reasonable control arise which affect the safety and security of the participants or affect our ability to hold the Event, including, without limitation, war, civil or political unrest, terrorism or inclement weather conditions.
12. If circumstances mean that the Event cannot be held, then partial refunds will be offered to take into account expenses already incurred and outstanding commitments (e.g. venue hire).

Photographs and filming

13. The Event may be recorded and videos, photographs and other recordings may be taken, where you may be captured participating in the Event. You agree to the publication of such photographs, videos, recordings, and/or likenesses of you (whether edited, adapted, modified or copied) and their use by us and those authorised by us, without prior notice or compensation, in any way which we may see fit now or in the future including but not limited to film, broadcast, radio, TV, publications, future Events and publicity. You acknowledge that we have the full right to sell and/or profit from the commercial use of such photographs, motion pictures, recordings, and/or likenesses of you.
14. Any audio, visual, or audio-visual recordings that you make of the Event or any part of it are for personal use only and cannot be published or used for any commercial purpose without our prior written consent nor published in any public place (e.g. Facebook) without our prior written consent.

Responsibilities

15. Lead bookers are responsible for your (or the Participants' in the Event you are booking on behalf of an educational establishment) behaviour during the Event. We may, at our sole discretion, request that you or a Participant be immediately removed from the Event if we believe:
 - a. You or such Participant has disobeyed and/or breached, as relevant, any applicable terms and conditions, directions, instructions, decisions, or laws; or
 - b. You or such Participant's behaviour endangers safety or may damage or harm the environment, cause offence, otherwise cause a risk or potential risk to health and safety, or is otherwise inappropriate for the Event or venue where the Event is taking place (the "**Venue**"); or
 - c. You or such participant failed to arrive at the Event at the specified time or location; or
 - d. You or such Participant is unfit to attend/participate in the Event due to the excessive consumption of alcohol or drugs; or
 - e. You or such Participant enters the Venue with contraband goods and/or prohibited articles including but not limited to illegal drugs, knives, guns and other types of weapons.
16. If you are refused entry to or are removed from the Event in accordance with the above you will not receive a refund of the Fee (whether total or partial).
17. We accept no responsibility for the loss of, theft, or damage to any property owned by or under your control which you bring to the Venue. You are solely and personally responsible for the safety of your belongings.

Privacy

18. We store details of your email address and use this when advertising conferences and very occasionally to provide information that we think may be of interest.
19. We also store names with school addresses.
20. We do not share this information.

Liability

21. Our total liability to you in the Event of a breach of these terms and conditions is limited to the Fee paid or payable. This does limit in any way our liability: for death or personal injury caused by our negligence; under section 2(3) of the Consumer Protection Act 1987.

