
Registration terms and conditions

You are advised to read these terms and conditions in full prior to registering. Submission of an on-line registration is regarded as a firm booking (subject to availability) and acceptance of these terms and conditions. Cancellation charges will apply for all bookings.

IOP Enterprises Limited trading as IOPE: Conference management (“IOPE”) is acting on behalf of the person identified as the organiser of the event you are registering to attend on the website for that event (the “Organiser”). IOPE is only providing administration services for registrations for the event on behalf of the Organiser. Your contract of registration for the event is between you and the Organiser, and not with IOPE.

These conditions were last updated on 13 May 2013.

Payment

Please note that payment of all fees must be made in full and in cleared funds within 30 days of the submission of your registration. If you submit your registration less than 30 days prior to the first day of an event, then payment of all fees must be made in full and in cleared funds prior to attending the event. The Organiser reserves the right to cancel any registration without warning at any time prior to the start of the event if all fees due have not been paid by the relevant time. In the event that the Organiser does not exercise its rights of cancellation prior to the event, delegates whose fees have not been paid by the start of the event shall be required to pay on-site.

In the event of cancellation by the Organiser for non-payment, the cancellation charges set out in the Cancellation Policy below shall apply.

Payment can be made using one of the following methods:

Cheque - made payable to IOP Enterprises Limited trading as IOPE: Conference management in Pound Sterling, and posted to Conferences Department, Institute of Physics, 76 Portland Place, London W1B 1NT, United Kingdom.

Bank transfer payable to IOP Enterprises Limited trading as IOPE: Conference management, HSBC Bank Plc, 62 George White Street, Cabot Circus, Bristol, Avon BS1 3BA, UK. Please include your name, invoice number, and event you are attending when making payment.

- £ Sterling - Payments to IOP Enterprises Limited trading as IOPE: Conference management , account number 72404354, sort code 40-14-13, IBAN: GB 07MIDL 401413 72404354, Swift code: MIDL GB21 03B

Credit or debit card via the secure payment site RBS WorldPay (Visa, MasterCard, AMEX, Solo and Maestro)

Cash - in special circumstances and with the prior written agreement of the Organiser, by cash on arrival at the event.

All registration details, including payment details, shall be sent via a secure WorldPay server.

Substitutions may be made at any time. If you wish to substitute a delegate, please contact IOPE at the earliest opportunity.

VAT

Value Added Tax (VAT) is payable by all delegates whether from UK, Mainland Europe or overseas, save where they produce in advance to IOPE a valid VAT exemption certificate. Charges shown are exempt from VAT unless otherwise indicated. Where VAT is applicable it is shown and calculated at the then current standard rate. If the rate is altered as a result of government legislation charges may be adjusted accordingly. A tax invoice/receipt will be issued to those indicating that this is required on the registration form.

Cancellation Policy

All cancellations, by individuals or groups, must be given in writing to IOPE on behalf of the Organiser. E-mail shall not be sufficient for these purposes.

For events that are held over multiple days, the following cancellation charges shall apply (unless otherwise indicated on the event website):

- if the written cancellation is received by IOPE at least six weeks prior to the first day of the event, a full credit/refund will be issued;
- if the written cancellation is received by IOPE less than six weeks, but at least three weeks, prior to the first day of the event, a full credit/refund minus a 20% administrative charge will be issued;
- if the written cancellation is received by IOPE less than three weeks prior to the first day of the event, or you do not attend the event, no refund will be issued.

For events held on one day, the following cancellation charges shall apply (unless otherwise indicated on the event website):

- if the written cancellation is received by IOPE at least ten days prior to the first day of the event, a full credit/refund will be issued;

- if the written cancellation is received by IOPE less than ten days, but at least five days, prior to the first day of the event, a full credit/refund minus a 20% administrative charge will be issued;
- if the written cancellation is received by IOPE less than five days prior to the first day of the event, or you do not attend the event, no refund will be issued.

Event Cancellation

The Organiser reserves the right to cancel any event at any time and at its sole discretion. In the event of such a cancellation, the Organiser will refund any registration fees paid to the delegate upon proof of purchase, and this refund shall be the full extent of the Organiser's liability to the delegate arising out of such cancellation.

In the event of cancellation, the Organiser will use reasonable endeavours to alert those who have booked to attend an event or purchased tickets and details of any cancellation will be posted on the appropriate event website.

Delegates are responsible for checking this information prior to the event.

Programme Changes

The Organiser reserves the right to make alterations to the programme, date and/or venue at any time without prior notice.

Liability

Delegates are required to comply with the rules and regulations governing the applicable venue and/or accommodation. The delegates shall insure and keep insured any property they bring onto the venue and/or the accommodation, and any such property is brought onto, or left, at the venue and/or the accommodation at their own risk.

SUBJECT TO THE OTHER PROVISIONS OF THIS SECTION (LIABILITY), THE ORGANISER SHALL ONLY BE LIABLE TO DELEGATES FOR PROVEN DIRECT LOSSES SUFFERED DUE TO THE NEGLIGENT ACTS OR OMISSIONS OF THE ORGANISER AND THE ORGANISER'S LIABILITY FOR THESE PROVEN DIRECT LOSSES IS LIMITED IN TOTAL TO THE AMOUNT PAID BY THE DELEGATE TO IOPE ON BEHALF OF THE ORGANISER FOR THE RELEVANT EVENT. THE ORGANISER EXPRESSLY EXCLUDES ANY LIABILITY FOR ANY PROPERTY DAMAGE OR LOSS INCURRED AT ANY TIME DURING THE EVENT. THE ORGANISER SHALL NOT BE LIABLE (WHETHER SUCH LIABILITY ARISES DUE TO NEGLIGENCE, BREACH OF CONTRACT, MISREPRESENTATION, OR OTHERWISE) FOR ANY DIRECT LOSSES OR DAMAGES NOT STATED ABOVE OR FOR ANY INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES HOWSOEVER ARISING. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, (AND WHETHER DIRECT, INDIRECT OR CONSEQUENTIAL) LOSS OF USE OR ANY PROFIT, BUSINESS, OR DATA OR ANY LOSS OF USE OR DAMAGE SUFFERED BY ANY DELEGATE AS A RESULT OF AN ACTION BROUGHT BY A THIRD PARTY, EVEN IF SUCH LOSS WAS REASONABLY

FORESEEABLE OR IOPE OR THE ORGANISER HAD BEEN ADVISED OF THE POSSIBILITY OF THE DELEGATE INCURRING THE SAME.

AS YOUR CONTRACT IS WITH THE ORGANISER ONLY, IOPE DOES NOT ASSUME ANY RESPONSIBILITY OR LIABILITY TO YOU IN RELATION TO THE EVENT OR THE ORGANISER AND MAKES NO REPRESENTATIONS OR WARRANTIES (EXPRESS OR IMPLIED) ABOUT THE SUITABILITY OR QUALITY OF THE EVENT.

NOTHING IN THESE TERMS AND CONDITIONS IS INTENDED TO LIMIT OR EXCLUDE ANY LIABILITY WHICH THE ORGANISER OR IOPE ARE NOT ABLE TO LIMIT OR EXCLUDE BY LAW INCLUDING, BUT NOT LIMITED TO, LIABILITY FOR ANY FRAUDULENT MISREPRESENTATION AND/OR FOR ANY DEATH OR PERSONAL INJURY CAUSED BY NEGLIGENCE.

THE DELEGATES SHALL INDEMNIFY EACH OF THE ORGANISER AND IOPE, AND KEEP EACH OF THE ORGANISER AND IOPE INDEMNIFIED, FOR ANY COSTS, LOSSES, OR DAMAGES THAT THE ORGANISER AND/OR IOPE PAYS TO THE VENUE, ACCOMMODATION OR ANY OTHER SUPPLIER CONNECTED TO THE EVENT FOLLOWING (I) ANY BREACH BY THE ANY OF THE DELEGATES OF THE RELEVANT RULES AND REGULATIONS RELATING TO THE VENUE OR ACCOMMODATION; (II) ANY DAMAGE DONE TO THAT VENUE OR ACCOMMODATION OR ANY EQUIPMENT THEREON BY ANY OF THE DELEGATES, INCLUDING, BUT NOT LIMITED TO, ANY EQUIPMENT PROVIDED FOR THE EVENT; AND (III) ANY INJURY SUFFERED BY ANY PERSON, ANIMAL OR ITEM CAUSED BY OR IN CONSEQUENCE OF ANY ACT OR OMISSION OF ANY OF THE DELEGATES.

DELEGATES MUST PUT IN PLACE APPROPRIATE INSURANCE TO COVER ANY COSTS, LIABILITIES OR OTHER LOSSES THAT THEY MAY SUFFER OR INCUR ARISING OUT OF THESE TERMS AND CONDITIONS (INCLUDING THE INDEMNITY ABOVE), ANY CANCELLATION OF ANY EVENT FOR ANY REASON OR ARISING OUT OF THEIR INABILITY TO ATTEND THE EVENT FOR ANY REASON (INCLUDING ANY REASON BEYOND THEIR CONTROL). DELEGATES ACKNOWLEDGE THAT NEITHER IOPE NOR THE ORGANISER SHALL BE LIABLE FOR ANY COSTS OR LOSSES ARISING DUE TO SUCH CANCELLATION OR INABILITY TO ATTEND, SAVE TO THE EXTENT EXPRESSLY SET OUT IN THESE TERMS AND CONDITIONS, AND THEREFORE IT IS THEIR RESPONSIBILITY TO ENSURE THEY HAVE APPROPRIATE INSURANCE.

Notwithstanding that your contract is with the Organiser, IOPE shall be entitled to the benefit of, and enforce, the provisions of this section (liability) as if it were a party to these terms and conditions.

Non Discrimination Policy

The Organiser will use its reasonable endeavours to comply with all UK and European laws applicable in relation to discrimination on any grounds.

Accordingly, the Organiser is committed to providing equality of opportunity and fair treatment for all. the Organiser will not intentionally discriminate on the basis of gender, age, marital status, sexual orientation, ethnic origin, religion, culture or disability in dealing with the delegates.

Data Protection

The information given to IOPE by the delegates will be held by IOPE on behalf of the Organiser and recorded in the Organiser's databases and may be used for marketing, administration and promotional purposes.

The Organiser may also share this information with IOPE in order to allow it to administer your registration on the Organiser's behalf, and with its event sponsors, the Institute of Physics and its group companies in order for them to contact the delegates about other products and services which may be of interest to the delegates.

The Organiser may also share this information with providers of services relating to the event (e.g. venues and hotels) for purposes of fulfilling your booking.

These providers, group companies and sponsors may not be located in the European Economic Area, and you expressly agree to the transfer of your information to these persons.

The Organiser is the data controller in relation to your information which is provided to IOPE by the delegates, and IOPE acts as data processor on the Organiser's behalf and instruction. Save for IOPE whilst acting as data processor for the Organiser, the Organiser is not responsible for the acts or omissions of any third party to whom it is entitled to pass delegates' information under this section.

Unless the Organiser receives an explicit written request in advance from a delegate confirming that they do not want to share their contact information, a list of all delegates, their affiliation institutions and e-mail addresses may be included in the delegate packs and on lists of delegates.

In addition, you acknowledge that the Organiser and/or its representatives and/or any delegate and/or attendee at the event may take photographs and/or video footage of all or part of it. The Organiser and IOPE may then include any of these photographs and/or video footage on any of its websites and/or other promotional materials, at its discretion; unless it receives an explicit written request from you confirming that you do not want the Organiser and IOPE to use any images identifying you.

Governing Law

These terms and conditions are governed by English Law and the Courts of England and Wales shall have exclusive jurisdiction to determine any disputes which may arise under them.

Should you require clarification on any aspect of the event or these terms and conditions please contact IOPE using the details below and it shall pass your query onto the Organiser:

Conferences Department

Institute of Physics

76 Portland Place

London

W1B 1NT

Tel: +44 (0)20 7470 4800

Fax: +44 (0)20 7637 4266

E-mail: conferences@iop.org