

RINA TECH UK LIMITED (“RINA”) – CONFERENCE TERMS AND CONDITIONS

Conference Terms and Conditions

RINA Tech UK Limited's Standard Terms and Conditions of Supply (“Standard Terms”) shall apply to the exclusion of all other terms and conditions appearing on any Client Order.

These Conference Terms and Conditions (“CT Terms”) shall apply in addition to the Standard Terms. In the event of any conflict with the Standard Terms, the CT Terms shall take precedence. Any capitalised words used in the CT Terms shall bear the same meaning as they do in the Standard Terms.

1. Conferences

- 1.1 Booking forms received without payment are binding and are invoiced automatically. Payment shall be made before attendance at the event in accordance with the payment terms in clause 3.
- 1.2 Any preferential rate for AccessRINA subscribers, or additional bookings (applicable to further delegates from the same organisation booked at the same time as a full-paying delegate), may only be claimed at the time of booking. Only one preferential rate (the best relevant discount rate), may be applied against the booking. Preferential rates may not be applied to dinner bookings.
- 1.3 Cancellations and transfers to a different conference shall be sent via email or in writing to RINA at UKinfo@rina.org or to RINA Tech UK Ltd, 1 Springfield Drive, Leatherhead, Surrey KT22 7AJ, England, FAO: Conference Team.
- 1.4 Cancellations and transfers received up to the 15th working day prior to the event start date shall be subject to a charge of 20% of the invoiced course fee plus VAT, or 20% of the AccessRINA credits charged. After this 15 day deadline, transfers cannot be accepted and cancellations shall be subject to payment in full of the invoiced course fee plus VAT or 100% of the AccessRINA credits charged.
- 1.5 Substitutions for the delegate attending can be made at any time upon notice to RINA.
- 1.6 The fee paid includes a copy of the slides, lunch and refreshments.
- 1.7 Delegates are responsible for their own travel and accommodation costs. Joining instructions will be sent on receipt of conference registration or sufficiently in advance of the conference.
- 1.8 RINA reserves the right to change, postpone or cancel any part of its published programme due to unforeseen circumstances at short notice. In the unlikely event of a cancellation, RINA's liability is limited to providing a full refund of the registration fee.
- 1.9 Delegates shall make any dietary requirements known upon booking.
- 1.10 RINA accepts no responsibility for personal or Client property brought by delegates on to RINA's premises or any premises used by RINA for conference purposes. RINA accepts no responsibility for damage to or loss of vehicles brought onto RINA's premises or any premises used by RINA for conference purposes, whether left in car parks, cycle racks or otherwise.

2. Provision of Information

- 2.1 The copyright in all publications and conference content created by RINA vests in RINA or, in certain circumstances, third parties. Where copyright vests in a third party, the copyright owner will be identified and acknowledged, and RINA confirms that their consent for distribution has been obtained.
- 2.2 Any other information provided at conferences is from third party sources and whilst RINA shall use reasonable skill and care in selecting such sources, RINA shall have no liability for errors or inaccuracies in the information provided.
- 2.3 Conference materials are compiled using reasonable skill and care. They are presented for information purposes only and RINA makes no warranty, express or implied, about the fitness for any particular purpose of the information contained therein.
- 2.4 Conference proceedings, recordings and materials are provided for the sole use of attendees and may be not replicated, reproduced or disseminated to third parties.

3. Payments

- 3.1 Payments shall be made in £ sterling only. Acceptable methods of payment are cheque (payable to RINA Tech UK Limited), debit card, credit card or bank transfer.
- 3.2 By using debit or credit card for payment, the delegate/Client represents they have permission and authority to use the card.
- 3.3 Bank transfers, (all charges paid by delegate/Client), shall be made to RINA Tech UK Limited via: HSBC Bank, 9 The Boulevard, Crawley, RH10 1UT; sort code: 40-18-22, account no: 22178095. When paying by bank transfer, please quote the relevant conference, conference dates, and the delegate and company name.
- 3.4 RINA accepts no responsibility for fraudulent transactions or incorrect charges resulting from use of the WorldPay site.