

DELEGATES AT EVENTS AND TRAINING COURSES

These are the terms and conditions for PHL Delegates at Conferences and Training Courses.

1. General

With submission of a web booking or completion of the booking form, delegates enter into a binding agreement with Political Holdings Ltd ("PHL") to attend an event ("**Event**") managed by PHL based on these terms and conditions.

Any other terms and conditions contained in any booking or proposed by the delegate are not binding on PHL unless agreed by PHL in writing. PHL reserves the right to refuse any booking.

2. Confirmation

2.1 The delegates place at an Event will be confirmed by email when a booking is made using our website or booking form.

3. Registration Fee

3.1 Where applicable, the total price ("Registration Fee") for participating in an Event is shown on the Event web page.

3.2 VAT will be added to the Registration Fee at the prevailing rate.

4. Payment

4.1 An invoice for the Registration Fee will be sent up to 30 days in advance of the Event.

4.2 Payment is due within 14 days of the date shown on the invoice.

4.3 If payment is made by credit card, payment will be taken immediately, and delegates will receive a credit card receipt.

5. Variations

5.1 PHL will endeavour to deliver the Event as advertised, but if this is not possible we reserve the right where necessary to change the timing, content, trainers, speakers or venue of any Event.

5.2 Any refunds arising from such variations will be at PHL's sole discretion.

6. Cancellations

6.1 On cancellation delegates will be entitled to a refund of 50% of the Registration Fee per registered delegate, provided notification of cancellation is received by Customer.Services@PHLgroup.com no later than 30 days prior to the date of the Event. This Fee is necessary to cover the administration costs of processing the cancellation and filling the delegate's place.

6.2 If notification of cancellation is received less than 30 days prior to the date of the Event delegates will not be entitled to a refund of the Registration Fee. However, a substitute delegate may attend in their place subject to Clause 7.

6.3 In the unlikely circumstance of an Event being cancelled by PHL, the delegates shall be entitled to a refund of the Registration Fee less any costs reasonably incurred by PHL, at its absolute sole discretion.

6.4 If a delegate fails to attend the Event, the full Registration Fee will be payable to PHL.

7. Substitutions

7.1 If a delegate cannot attend an Event, a substitute nominated by the delegate may attend subject to PHL's prior approval.

7.2 Delegates must notify Customer.Services@PHLgroup.com as soon as reasonably practicable of any request to vary the delegate booking.

7.3 PHL will use reasonable endeavours to accommodate requests for substitutions. If a substitution is declined, the delegate will be subject to the cancellation provisions in Clause 6.

8. Transfers

8.1 Subject to the fee in 8.2, at PHL's discretion, delegates may transfer their booking to another Event by giving notice of their intention to do so at least 30 days prior to the date of the Event.

8.2 In the event of such a transfer, the delegate will be subject to a fee calculated at 50% of the Registration Fee in order to cover the administrative costs of transferring their place to another Event.

9. Liability

9.1 Nothing in these Terms and Conditions excludes or limits the liability of either Party for death or personal injury caused by negligence or any other liability which cannot lawfully be excluded or limited.

9.2 PHL will take all reasonable steps to ensure the safety of delegates, but will not be liable in contract, tort or otherwise for any indirect or consequential losses, including but not limited to loss of profit, loss of use, costs or expenses, or other claims whether caused by PHL, its employees, contractors or agents arising from delegates taking part in an Event.

9.3 Notwithstanding Clause 7.2, the liability of PHL to delegates for all claims arising directly or indirectly from any Event shall not exceed the Registration Fee.

10. Indemnity

10.1 Delegates shall indemnify PHL in full for any direct or indirect loss or damage it incurs as a result of the delegate's acts or omissions, including any losses arising from damage to the venue, PHL or third-party property or failure to comply with any requirements specified by PHL as set out in Clause 11.

11. Delegate obligations

11.1 Delegates agree to comply with any requirements communicated by PHL or Event venue employees, contractors or agents, including instructions relating to health and safety, fire safety or consumption of food and drinks.

11.2 Delegates must inform PHL of any specific access or other requirements (e.g. dietary requirements) as soon as reasonably practicable, but in any case before the date of the Event.

11.3 Delegates agree to conduct themselves reasonably in their attendance at the Event. PHL reserves the right to exclude or remove from the Event any person for disruptive or abusive behaviour, at its absolute sole discretion.

12. Force Majeure

12.1 PHL shall not be liable for any failure or delay in the performance of the Event for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement and could not reasonably have been foreseen or provided against.

13. Data Protection

13.1 Delegate's personal information will be held by PHL, in accordance with PHL's **Privacy Policy** and any Privacy Notices included on the event registration site or provided to delegates from time to time.

13.2 If you have any queries regarding our use of your data, please contact [**DataProtection@PHLgroup.com**](mailto:DataProtection@PHLgroup.com)

14. Governing Law and Jurisdiction

14.1 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

14.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).