

Terms and conditions – February 2023

The IPI reserves the right to amend or cancel any event or event times and dates. This includes changes to venues, speakers, content and programme. In the unlikely occurrence of an event cancellation, the IPI will return any payments received in advance. We shall not be liable for travel, accommodation or other costs and expenses incurred if we are required to cancel or relocate the event as a result of a situation beyond our control.

IPI accepts no responsibility for non-attendance at booked events.

If you have not received an acknowledgement within 72 hours of registering please contact info@ipi.ie to confirm your booking.

The IPI will accept late bookings (less than 48 hours before an event), subject to availability and immediate payment in full.

The views, thoughts, and opinions expressed by the speakers/presenters belong solely to the speaker/presenter and do not necessarily reflect the views or position of the IPI. The IPI accepts no responsibility for loss occasioned to any person acting or refraining from action as a result of the information disclosed by IPI speakers/presenters during the event.

The member rate for events (or member only events) are only open to those with a paid up subscription at time of booking.

Cancellations, Substitutions and No-Shows

These policies are strictly enforced. If you need to cancel your booking, your cancellation request must be received in writing, at least 5 days before the event. If payment has been made a credit will be arranged.

5 days before the event: full refund

4 days or fewer before the event: no refund

In the event of a no-show without prior arrangement with us you will be invoiced for the full amount.

We reserve the right to charge an administration fee for cancellations to free events. When cancelling, transfer requests to another IPI event may be considered. In the case of transferring to an event of a higher value, the transfer will be subject to payment of any additional fees due.

Substitute delegates can be named up to 5 working days before the event. However, if prior arrangement has been made with us, substitutions may be made later than this. Please let us know as soon as possible if the substituted delegate has any dietary requirements or accessibility issues so we can try to accommodate them. There may be an additional charge if the replacement delegate is not eligible for the place booked e.g. if a non-member is attending in place of an IPI member.

Covid-19

Events will be subject to current government public health measures and may change if any changes to public health measures are announced.

By accepting these terms and conditions you are agreeing to adhere Covid-19 safety protocols in place at the time of the event and to following any guidance requested by the venue.

If you need to cancel because you are isolating, or have Covid, we would ask that you notify us immediately. Where possible we will accept substitutions later as noted above or you will be

offered an online place where available and the balance refunded or a credit offered. In the event where it is impossible to substitute the place and an online option is not available, we may offer a credit or a refund on request. Regrettably, if the venue charges a cancellation fee, we may be unable to credit the event in full.

Data protection

Orders through the website, via email or by post are processed in line with our [privacy policy](#). We have collected information from you, in order to communicate with you about the event for which you have registered. We may also communicate with you about future events that are of a similar nature. If you no longer wish to receive communication from us regarding events then please let us know and we will remove you from our mailing list.

In order to deliver our events, we may use third party platforms. By registering, you acknowledge that the information you provide will be transferred to them for processing and storing in accordance with their terms of service and privacy policy

The IPI reserves the right to use any photograph, video, electronic reproduction and audiotape taken at any IPI event, without the expressed written permission of those included. The IPI may use such media material in publications, used or contracted by the IPI, including but not limited to: brochures, journals, invitations, books, newspapers, magazines, television, websites, etc. If you do not wish to be included in any photos or videos, please inform the photographer/videographer at the event.

Events, including online or in person events, may be recorded. The video recording will only be shared with the other paying delegates. If you do not wish to be on camera in online events you can turn off your video camera at the start.