

Terms & conditions for IATEFL Special Interest Group (SIG) events

Terms and conditions:

- These are the terms that govern your attendance at and/or participation in an International Association of Teachers of English as a Foreign Language (IATEFL) Special Interest Group (SIG) event, whether held in person or online.
- By booking a place at an event you are agreeing to these terms, which form a legal contract between IATEFL and the registered participant.
- If you are booking on behalf of another it is your responsibility to ensure that the person attending is aware of these terms, and understands and accepts them, and by completing the booking you are warranting that you have made the attendee aware of these terms and that they have understood and accepted these terms.
- IATEFL reserves the right to modify these terms and conditions at any time.

Methods of payment:

- Credit/debit card payments can be made online or over the telephone. You can call us on +44 (0)1795 591414 or if you have a query about payment, you can email us at finance@iatefl.org. Please do not send credit/debit card details in an email.
- Alternatively, you can pay by UK bank transfer to Barclays Bank. Ensure that all the bank charges are covered when making your payment; IATEFL cannot cover any shortfall on transactions received. Our bank details will be listed on your invoice or you can contact us at finance@iatefl.org and we will email them to you.
- If making payment by bank transfer, please ensure that you use your payment ID as reference so that we can identify what the payment is for.

1. Code of conduct

- I. Everyone attending an IATEFL event, whether they are a member or not, and whether it is a face to face or online event, is expected to abide by the [IATEFL Code of Conduct](#) and the [IATEFL Media Policy](#). The organiser of each event reserves the right to immediately remove anyone breaching IATEFL policies. You can view IATEFL policies via our website: [Key Documents | iatefl.org](#)
- II. Any opinion, idea or information given within an IATEFL event by a speaker or other participant should not be necessarily regarded as factual, and does not represent the views of IATEFL, it's staff, volunteers or trustees.

2. Event booking & attendance:

- I. All IATEFL members must login to their IATEFL member dashboard before registering, in order to receive any member discount, otherwise the booking will be charged at the standard rate. If you do submit your event booking without your membership number please contact [IATEFL Head Office](#) before you make payment to amend your booking.
- II. Payment of the booking fee entitles you to admittance to sessions on the days and times you have booked and paid for.
- III. All other costs associated with your attendance (including, but not limited to, any travel and/or accommodation expenses) shall be borne solely by you and IATEFL does not have liability for such costs.
- IV. IATEFL reserves the right to alter any and all aspects of the event, including but not limited to, the event name, content, programme, presenters, venue and time without liability to delegates for expenses that may have been incurred.
- V. To receive the early bird fee discount, booking and payment must be made no later than midnight (UK time) on the earlybird date stated on the online booking form.
- VI. After midnight (UK time) on the earlybird date the event fees will increase to the standard rate and fee prices will not be back dated. Please see individual event fees

for details.

- VII. The deadline to book in advance for each SIG event (and the earlybird period) is stated clearly on the online booking form for each event.
- VIII. At some in-person events, we offer the ability to register and pay onsite at the event venue. Please check this is an option before you travel to the venue. If you are an IATEFL member, you must ensure that your digital membership card is shown to the onsite registration team, otherwise you will be charged the non-member rate. If you cannot locate this, email us at membership@iatefl.org and we will send you a replacement.
- IX. Payments for online bookings can be made at any time online, by BACS transfer, or by calling the IATEFL Head Office.
- X. Payment must be made in full before admittance to an event. Any payments made in advance of the event must reach IATEFL before your arrival at the event venue. If your payment is not received by IATEFL before your arrival at an event venue you may be charged again or you may be refused access to the event.
- XI. If there are paid for pre-event seminars (PCS) and/or networking events, please note that places are limited and your place is not guaranteed until full payment has been received.
- XII. The details you supply on your booking form will be used to create your event badge.
- XIII. Only the named delegate can collect their event badge or gain access to the event.
- XIV. If the named delegate is not able to attend, the badge or registration cannot be transferred to another individual.
- XV. Event badges may not be used by anyone other than the named delegate to gain access to sessions.
- XVI. IATEFL reserves the right to request your removal from the event if IATEFL considers your presence and/or behaviour to create a disruption or to hinder the event and/or the enjoyment of the event by other attendees or presenters.
- XVII. By attending the event you acknowledge and agree to grant IATEFL the right at the event to record, film, photograph or capture your likeness in any media and to distribute, broadcast, use or otherwise globally to disseminate such media without any further approval from you or any payment to you.
- XVIII. Participants are not permitted to record and/or transmit any part of the event. Copyright and distribution rights for the event are held by IATEFL. Copyright for presentations are held by the speaker(s)

3. Event speakers:

- I. Some SIG events require the event speakers to book and pay in full by a specific deadline. Speakers that have not paid by this date will have their talks removed from the programme.
- II. Speakers must inform [IATEFL Head Office](#) immediately if they can no longer present at the event.
- III. Speakers must arrive at the onsite event no later than two hours before their presentation start-time or their presentation may be cancelled.

4. Cancellations and refunds

- I. Any refund requests must be made in writing to the [IATEFL Head Office](#) and will be at their discretion.
- II. Event booking cancellation requests received more than one calendar month before the event takes place will incur a 50% cancellation charge on any fees paid.
- III. Event booking cancellation requests received less than one calendar month before the event takes place will not be refunded.
- IV. Any refund requests from IATEFL members who have made and paid for bookings without first logging into their member account (and therefore have paid the non-member price) will be granted at the discretion of IATEFL Head Office and will be subject to administrative charges.
- V. Any refunds made after the event because payment was not received in advance of the event and the delegate was subsequently charged again will be at the discretion of IATEFL Head Office and will be subject to administrative charges.
- VI. No refunds will be offered for cancelled sessions, non-attendance or travel disruption for speakers or individuals.
- VII. Fees paid for the event may not be transferred to a future IATEFL event, nor be used to cover any other IATEFL fees.
- VIII. Fees paid may not be transferred to another person or association.
- IX. IATEFL cannot provide refunds, or be held liable for any costs incurred, due to a Coronavirus event, or other transmissible virus or disease causing an epidemic or pandemic that prevents, postpones, cancels or delays any bookings, sales or refunds by IATEFL under this agreement and other contracts with third parties, or performance of any obligations by IATEFL under this contract, including (but not limited to) losses and disruptions which caused such delay or postponement of sale, bookings or refunds. Such effects are outside of the control of IATEFL. A Coronavirus Event is an event or delay caused by, or arising from or in relation to the Coronavirus (being Covid19/ SARS-COV2 Coronavirus or any mutation or development thereof).
- X. Without limitation to any other provision of this agreement IATEFL shall not be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement, or obliged to provide refunds if such delay or failure results from events, circumstances or causes beyond its reasonable control. In such circumstances it shall at its sole discretion be entitled to reschedule to an alternate date or to transfer the event online.
- XI. IATEFL recommends that all delegates purchase appropriate insurance to cover their event trip as well as any losses, changes or cancellations. IATEFL cannot be held liable for any such issues.

5. Delegates with disabilities

- I. We take the needs of any who are disabled or who have other access requirements very seriously. However, it is your responsibility to check with the venue that your access requirements can be met. If you have other requirements, please do contact us to discuss whether additional provision can be made available. Such provision will be at the discretion of IATEFL and may incur an additional charge.

6. Privacy Policy

- I. Any personal information submitted on your booking form will be used by IATEFL in accordance with the [IATEFL Privacy Policy](#) in order to facilitate your attendance at the event that you have booked for.

7. Online events being run free of charge

- I. Please note registration does not guarantee you a place at any of our free online events. Places in the room are limited and virtual seats will be allocated on a first come, first served basis.

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- II. If you are unable to attend on the day or do not get a seat in the room, the session may be recorded. Access to any webinar recording will usually be available to IATEFL members or members of the relevant SIG only, in the IATEFL Members area of the IATEFL website shortly after the event has taken place.
- III. Whilst our free, live webinars are open for everyone to attend, only IATEFL members will receive a certificate of attendance. If you are an IATEFL member, please make sure the email address connected to your IATEFL membership is used for registering for the event, to ensure we can identify you and send you a certificate of attendance. Certificates will be sent via email a couple of days after the end of the event.

All enquiries relating to these Terms and Conditions should be directed to [IATEFL Head Office](#)