



ADSO 2024 Conference Delegate Terms and Conditions

BOOKING/PURCHASING TERMS & CONDITIONS

Definitions

- 'We', 'Us' or 'Our' refer to "Association of Democratic Services Officers (ADSO)
- 'References to "You" and "Your" shall refer to the Delegate.
- 'Services' means any services made available by the Association of Democratic Services Officers (ADSO) or its consultants or agents duly appointed to deliver services from time to time, and includes all materials, products and goods including virtual and in person training delivery;
- 'the Website' and 'this Website' mean the Association of Democratic Services Officers (ADSO) Website at domain <https://www.adso.co.uk/>, all materials and information thereon, and the associated database;
- 'T&C' means these Terms and Conditions.

1. GENERAL

- 1.1 These T&C are for You in respect of attendance to Our annual conference. Any request to book onto Our annual conference, or payment made for such Services, constitutes Your acceptance of these T&C.
- 1.2 We reserve the right to revise and change the content of the Website (including the Services We offer) and these T&C at any time without prior notice or notification. Any changes to these T&C will be posted on the Website and by continuing to Use the Website following any such change You are bound by those changes. It is Your responsibility to ensure that You remain up to date with all of Our T&C.
- 1.4 You acknowledge and accept that We have the right to publicly announce our business relationship with You which shall include but not be limited to announcements on social media and publicity photographs. You have the right to say that you do not wish to be photographed by emailing info@adso.co.uk at least one week before the start of the conference. Such social media announcements shall not be disparaging or otherwise adverse to Your business or employment.

2. BOOKINGS

- 2.1 All applications to register for the annual conference are subject to availability and You making payment in full.
- 2.2 Confirmation of Your booking will be sent to You by email (within one working day) on completion of the online booking form.
- 2.3 We will provide You with periodic updates at times of Our choosing and contact You before the annual conference to provide Your annual conference information pack



which will be sent electronically. This will also include a request for You to inform Us of Your workshop choices.

- 2.4 Delegate passes issued for use at the conference are valid for the named attendee only and, subject to clause 4.2 below, cannot be transferred. You may be asked for photographic ID during the conference. If You are unable to provide identification which matches Your delegate pass You may be asked to leave the conference.

3. PRICES AND PAYMENT

- 3.1 Our prices for attending the annual conference are set out on Our website (which exclude VAT) or can otherwise be obtained from Us upon request. Prices may be subject to change from time to time.
- 3.2 If Your booking has been confirmed an invoice will be sent to You within twenty (20) working days setting out the relevant payment instructions and terms. Payment is due immediately on receipt of this invoice.
- 3.3 We reserve the right to cancel Your booking at any time if payment is not made.
- 3.4 You acknowledge and accept that If payment is not made in accordance with Clause 3.2, interest on the overdue balances (including any period after the date of any judgment or decree against You) and late payment fees, fall due and payable and are calculated upon the basis set out in the Late Payment of Commercial Debts (Interest) Act 1998 (as amended).

4. CHANGES TO THE CONFERENCE AND CANCELLATIONS

- 4.1 It may be necessary for reasons beyond Our reasonable control to alter the advertised programme, timing and/or location of the annual conference or the advertised key-note speakers. We reserve the right to do this at any time. Where We alter the time and/or location of the conference, We will provide You with notice of the same.
- 4.2 If You are unable to attend the conference, We welcome substitute delegates attending in Your place at no extra cost provided that We have at least 2 days prior notice of the name of Your proposed substitute and have received payment in full. Please notify Us of any substitutions by email at: info@adso.co.uk
- 4.3 No refunds will be given in respect of any cancellations or non-attendance.
- 4.4 We shall not be liable to You for travel, accommodation or other costs and expenses incurred (included wasted costs and expenses) by attending the annual conference.
- 4.5 If We are required to cancel or relocate the conference as a result of an event outside our control (including, without limitation, to acts of God, floods, lightning, storm, fire, explosion, war, military operations, acts of terrorism or threats of any such acts, any



strike action, lock-outs or other industrial action and a pandemic, epidemic or other widespread illness) We will not cover travel, accommodation or other costs and expenses incurred.

5. CONTENT

- 5.1 All rights in all presentations, documentation and materials published or otherwise made available as part of the conference are owned by Us or are included with the permission of the owner of the rights. You shall not distribute any of the Content that is made available to You in good faith.
- 5.2 Suggestions, guidance or advice contained in the Content should not be relied upon in place of professional, legal or other advice. Whilst We take care to ensure that the Content created by Us is accurate, most of it is supplied by third parties and we are unable to check its accuracy. You should verify the accuracy of any information (whether supplied by Us or third parties) before relying on it. The Content is provided on an “AS IS” basis without any warranties of any kind (express or implied). We hereby exclude to the fullest extent permitted by law all liabilities, costs, claims, damages, losses and/or expenses arising from any inaccuracy or omission in the Content or arising from any infringing, defamatory or otherwise unlawful material in the Content.
- 5.3 To the extent that any Content is made available by Us online we reserve the right to suspend or remove access to such Content at any time.

6. USE OF INFORMATION

- 6.1 The Use of information will be collected and recorded in accordance with the Privacy Policy. You acknowledge and agree to be bound by the terms of Our Privacy Policy. Your name, job title and authority will be part of the delegate list which will be made available to those attending unless you let us know on your booking form.
- 6.2 Where provision of Services are performed, produced or hosted by Our consultants or agents, Your information may be recorded by them for the purposes of delivering those Services and you acknowledge and agree consent for your data to be used by those consultants or agents when attending those Services for that purpose.
- 6.3 Our consultants or agents are aware of the need to comply with the obligations contained within the Data Protection Act (the “1998 Act”) and the General Data Protection Regulations 2018 (the “GDPR”) and will delete data and information obtained in the provision of Services following transference of relevant information to Us and completion of the Services.



7. OWNERSHIP, COPYRIGHT and INTELLECTUAL PROPERTY
 - 7.1 The Website functionality, templates, design and hosting remain the property of ADSO together with all intellectual property rights on content.
8. DISCLAIMERS
 - 8.1 We make no warranty that this Website will be available on an uninterrupted basis, or that its functionality is error free.
 - 8.2 We reserve the right to make any changes to the Website as we deem necessary at any time.
 - 8.3 We cannot be held responsible for any inaccurate information provided by others, but will endeavour to act immediately on any inaccurate information.
9. JURISDICTION
 - 9.1 These T&C will be governed by and construed in accordance with the laws of England.