

Terms and Conditions

Booking and paying for a place on a UK Chamber of Shipping event.

1 AVAILABILITY OF PLACES

1.1 Places on our events are limited, and will generally be allocated on a first come first served basis. We advise early booking to ensure your place.

1.2 If, due to unforeseen circumstances, we have to cancel a event you will be offered a full refund of all fees paid.

2 EVENT FEES

2.1 The full event fees must be paid before the commencement of the event, unless an alternative date has been agreed in writing by the UK Chamber of Shipping.

3 CANCELLATION & CHANGES TO YOUR BOOKING

3.1 It is important to our planning process that event is run with a full complement of delegates and cancellations can be difficult to fill. In the event that you wish to cancel your booking, the following cancellation charges will apply:

- 3.1.1 Cancellation up to 4 weeks before event date – No charge
- 3.1.2 Cancellation 4-2 weeks before event date - 50% of event fee
- 3.1.3 Cancellation within 2 weeks of event date - no refund

3.2 You may, of course, nominate another person for your place in which case no charge will be made.

3.3 You are advised to take out insurance against cancellation. If you have an annual travel insurance policy this may cover you for event cancellations. Please check with your insurers.

3.4 Cancellations should be made by email to jatkinson@ukchamberofshipping.com

3.5 Whilst all efforts are made to advertise the correct agenda, timings and speakers, these are subject to change.

4 CODE OF CONDUCT

4.1 Delegates are expected to behave in a professional manner at all times during the event. Delegates not displaying professional conduct may be asked to leave the event and no refund will be given.