CONDITIONS OF BOOKING

Registrations
You will be required to log-in to the IPEM website in order to book your delegate place at the conference. If you are not already registered on this website, you will be required to do so.
In order to book your place you will need to provide your registered finance address at the point of registration. If you are a new registrant on the website please contact the IPEM finance department on 01904 610821 to assign an invoice address to you before continuing with your booking.
To book a place at the conference, the online booking form must be filled in and the relevant payment option ticked. See below for conditions of payment. IPEM can take no responsibility for issues arising from incorrect completion of the online booking form. Where possible we will try and cater for all special requirements including dietary and access as long as these are indicated in the relevant section at the time of booking.

Payment terms
IPEM follows best practice with respect to purchasing to ensure full and prompt payment.
This best practice requires you the purchaser to provide either full payment or a physical purchase order to IPEM (the supplier) before the delivery of goods or services. Many purchasers now insist that the supplier provides a copy of the physical purchase order before payment will be made.
To pay by invoice
Once you complete your online booking you will receive an automated invoice by email – please pass this on to your finance department for payment. By selecting to pay by invoice you are agreeing to send a purchase order to: Finance department, IPEM, 230 Tadcaster Road, York YO24 1ES, email: finance@ipem.ac.uk or fax 01904 612279 within one week of making your online booking. If a payment or purchase order has not been received one week prior to the conference we will require payment by another method.
To pay by personal cheque
Once you have completed your online booking you will receive an automated invoice by email. By selecting to pay by personal cheque you are agreeing to send a cheque to: Finance department, IPEM, 230 Tadcaster Road, York YO24 1ES within one week of making your online booking. If a payment or purchase order has not been received one week prior to the conference we will require payment by another method.

Confirmation and Receipts
Once you have completed the online booking you will automatically receive a confirmation email and a separate invoice email. If you have paid by credit card online then this invoice will show as paid and acts as your receipt. If you have chosen to pay by invoice then please pass this onto your finance department for payment.
A separate email will be sent to delegates (if separate from the booker) with final details of the event.

Cancellation Policy
In the event of a cancellation a refund of the total fee paid per delegate less a £25.00 charge to cover administration costs will be made if cancellations are received in writing up to 1 week prior to the conference. After that date the full fee will be charged. Substitutions can be made at any time free of charge.
In the event of insufficient registrations, IPEM reserves the right to cancel the conference. Any registration fees paid will be refunded but IPEM cannot reimburse any other expenses incurred.

Data Protection
Please note that we will store your details electronically for conference administration purposes. By booking a place at this conference you confirm your agreement to be contacted via email with details of the event and to be sent an online evaluation after the event. We will never sell database information to third parties.

Programme
Programme details are correct at time of going to press. It may be necessary for reasons beyond the control of the IPEM to alter the content and timing of the programme or occasionally the identity of the speakers. We therefore reserve the right to make changes where necessary.

Photography and filming
IPEM reserves the right to take photographs and/or film at all IPEM events. These films or photos may be used in post-event publicity and on future marketing materials. By completing and submitting the booking form, the delegate consents to the official photographer taking such images, which may feature the delegates or presenters.