

Terms & Conditions for Workshops & Seminars

CONFIRMATION

Confirmation emails will be issued when the booking is processed. For face-to-face events, please do not make any travel arrangements until you have received this confirmation. Further information and joining instructions will be issued by email one week prior to the event.

PAYMENT/CANCELLATIONS

Standard Terms

All payments must be received prior to the event taking place. Any cancellation received within 14 days of the date of the event are non-refundable, except by written agreement of the Chemical Business Association.

Enhanced Terms

For events where the Chemical Business Association are using an outside agency, our enhanced terms will apply. For these events all payments must be made at least 28 days before the date of the event and any cancellations within this period are non-refundable, except by written agreement of the Chemical Business Association. Any bookings made in the 28 days prior to the date of the event require immediate payment.

Payment may be made by Cheque, BACS, or Credit Card (Credit / Debit Card charges apply as follows; Debit Cards + 0.55% / Personal Credit Cards (Visa or Mastercard only) + 1.681% / Corporate Credit Cards (Visa or Mastercard only) + 2.555%). Cheques and banker's drafts must be in Sterling and should be made payable to Chemical Business Association. Please ensure that the total amount paid includes VAT.

Chemical Business Association bank details:

NatWest Bank plc, Liverpool Street Station, 216 Bishopgate, London, EC2M 4QB

Sort Code: 50-00-00

Account No 00420034

Swift No: NWBK GB 2L

IBAN No: GB063 NWBK 5000 0000 4200 34

VAT No: 238409160

SUBSTITUTIONS

Should you wish to change the name of any attendees, please contact events@chemical.org.uk

CONTENT

There may be occasions when changes in programme content, speakers, timings, or location have to be made for reasons outside our control. The Chemical Business Association accepts no responsibility for the opinions expressed by speakers or any other attendees. In the event that the Chemical Business Association has to cancel an event, alternative dates will be offered, or a full refund may be given. The Chemical Business Association accepts no responsibility for any travel arrangements or costs due to cancellation.

ACCESS REQUIREMENTS

To help us ensure that all delegates attending a face-to-face event can participate fully, please let us know about any specific requirements you may have by contacting events@chemical.org.uk

DIETARY REQUIREMENTS

Where food is provided, please inform us if you have any specific dietary requirements on the booking form.

DATA PROTECTION

The Chemical Business Association processes the information provided by its members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

RECORDINGS

Please note that this event may be recorded by the Chemical Business Association.