

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.
- 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 phone. Whilst the IATEFL Head Office team works from home, due to the Covid-19 pandemic, please visit [here](#) to find out how to contact the IATEFL Finance team to make a payment. Once we return to the office the number to call is +44 (0)1795 591414
- 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.

Account Number: 70127507 **Sort Code:** 20-17-92

IBAN code: GB81 BUKB 2017 9270 1275 07 **BIC/SWIFT code:** BUKBGB22s

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 policy](#). The organiser of each event reserves the right to immediately remove anyone breaching these rules.
- 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. Payment of the booking fee entitles you to admittance to sessions on the days and times you have booked and paid for.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.
- VI. The deadline to book in advance for each SIG event (the earlybird period) is stated clearly on the online booking form for each event.

- VII. Any bookings not made by the close of online booking will have to be made and paid for onsite at the event venue. Please note that not all events are able to support onsite registration.
- VIII. Payments for bookings can be made at any time online, by BACS transfer, or by calling the IATEFL Head Office.
- IX. Any payments made in advance of the event must reach IATEFL before your arrival at the event venue.
- X. If your payment is not received by IATEFL before your arrival at the event venue you may be charged again.
- 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. Payment must be made in full before admittance. If payment is owed you will be emailed by IATEFL with the amount left to pay. This amount must be paid onsite before you will be admitted to the event.
- XIII. All IATEFL members must login to their IATEFL member dashboard before registering, in order to receive the member discount otherwise the booking will be charged at the standard rate.
- XIV. If you choose to register and pay onsite and you are an IATEFL member, you must ensure that your membership card is shown to the onsite registration team, otherwise you will be charged the non-member rate.
- XV. If you do submit your event booking without your membership number please contact [IATEFL Head Office](#) before you make payment to amend your booking.
- XVI. The details you supply on your booking form will be used to create your event badge.
- XVII. Only the named delegate can collect their event badge.
- XVIII. If the named delegate is not able to attend the badge cannot be transferred to another individual.
- XIX. Event badges may not be used by anyone other than the named delegate to gain access to sessions.
- XX. No delegate will be allowed access to the event without any fees due being paid for in full first.
- XXI. 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.
- XXII. 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.

3. Event speakers:

- I. Some SIG events require the event speakers to book and pay in full by the earlybird 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 three 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 cancellations received one calendar month before the event takes place you are registering for will incur a 50% cancellation charge on any fees paid.
- III. Event booking cancellations received after one calendar month before the event takes place will not be refunded.
- IV. Any refunds against bookings made and paid for by an IATEFL member without their membership number will be 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 or the event itself.
- 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.

5. Online events

- I. Please note registration does not guarantee you a place at any of our webinars. Places in the room are limited and virtual seats will be allocated to the first 500 participants attending on the day (unless the event capacity has been restricted)
- II. If you are unable to attend on the day or do not get a seat in the room, the session will be recorded but this will only be available to IATEFL members via their member dashboard on the IATEFL website.
- III. Access to any webinar recording will 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.
- IV. Whilst our free, live webinars are open for everyone to attend, only IATEFL members will receive a certificate of attendance for the IATEFL monthly webinars. 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 you receive a certificate of attendance. Certificates are available to download from your membership dashboard the following week.
- V. For SIG webinar certificates, the link to the editable PDF certificate is shared via email after the event to all delegates who attended. If you need any help editing the certificate, please visit <https://tinyurl.com/yyf9qpae>.
- VI. IATEFL does not send certificates after the event has taken place.

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