



Terms and conditions for attending, participating in and speaking at IATEFL events, including those run by IATEFL Special Interest Groups (SIGs)

General terms

1. By booking a place at an event you are agreeing to these terms, which form a legal contract between IATEFL and the registered participant.
2. 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.
3. IATEFL reserves the right to modify these terms and conditions at any time.
4. 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, its staff, volunteers or trustees.
5. These terms and conditions apply to all IATEFL in-person and online events, including those organised by IATEFL Special Interest Groups (SIGs), except for the IATEFL Annual International Conference and Pre-Conference Events (PCEs), for which specific conference terms and conditions apply, and which are publicly available on the conference website: www.iateflconference.org.

Event booking and attendance

6. All IATEFL members must login to their IATEFL dashboard before registering, in order to receive any member discount, otherwise the booking will be charged at the standard rate. If you do submit your event booking without your membership number please contact IATEFL Head Office before you make payment to amend your booking.
7. Payment of the booking fee entitles you to admittance to sessions on the days and times you have booked and paid for.
8. All other costs associated with your attendance (including, but not limited to, any travel and/or accommodation expenses, or technical equipment for online events) shall be borne solely by you and IATEFL does not have liability for such costs.
9. IATEFL reserves the right to alter any and all aspects of the event in what IATEFL deems to be exceptional circumstances, 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.
10. The deadline to book in advance for each IATEFL event (and the early bird period if one is being offered) is stated clearly on the online booking form for that event.
11. At some in-person events, we offer the ability to register and pay onsite at the event venue. Please check this is an option before you travel to the venue. If you are an IATEFL member, you must ensure that your digital membership card is shown to the onsite registration team, otherwise you will be charged the non-member rate. If you cannot locate this, email us at membership@iatefl.org and we will send you a replacement.
12. The details you supply on your booking form will be used to create your event badge if one is used for the event. In this circumstance only the named delegate can collect their event badge or gain access to the event.
13. If the named delegate is not able to attend, the badge or registration cannot be transferred to another individual.
14. Event badges may not be used by anyone other than the named delegate to gain access to sessions.

Event fees and payment

15. Payment must be made in full before admittance to an event. Any payments made in advance of the event must reach IATEFL before your arrival at the event venue, or before the start of an online event. If your payment is not received by IATEFL before this time you may be charged again or you may be refused access to the event.
16. Unless otherwise stated, places on events are limited and your place is not guaranteed until full payment has been received.
17. Some events may also have additional optional elements such as meals or spin-off gatherings. Unless otherwise stated, the cost of the event will not include these and additional charges will apply.
18. Credit/debit card payments can be made online on the IATEFL website. You can do this by logging in to your account on the website (or creating a free account if you don't already have one), selecting the event you wish to

attend, and then booking your place. For some events you must pay at that point, for other events you might have the option to choose to pay later. In this case then you will need to return to the IATEFL website, log in, go to your dashboard, and then to 'my payments' and then make payment in order to confirm your place.

19. If you have problems making payment on the website, then contact the IATEFL Head Office for assistance and to be sent a payment link. You can call +44 (0)1795 591414 or email finance@iatefl.org. Please do not send credit/debit card details in an email.
20. 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. Our bank details will be listed on your invoice, or you can contact finance@iatefl.org and we will email them to you. If making payment by bank transfer, please ensure that you use your payment ID as reference so that we can identify the payment. This can be found on your Digital Membership Card and also in your Dashboard on the IATEFL website.
21. To receive an early bird fee discount, if one is being offered, you must book and pay before midnight (UK time) on the early bird date stated on the online booking form. After midnight (UK time) on the early bird date the event fees will increase to the standard rate and fee prices will not be back dated.

Code of conduct

22. 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 and the IATEFL Media Policy. The organiser of each event reserves the right to immediately remove anyone who they feel is in breach of IATEFL policies. You can view these policies on our website: iatefl.org/about/key-documents/
23. 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.

Consent

24. 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.
25. Participants are not permitted to record and/or transmit any part of the event. Copyright and distribution rights for the event are held by IATEFL. Copyright for presentations are held by the speaker(s).

Event speakers

26. Some IATEFL events require the event speakers to book and pay in full by a specific deadline. Speakers that have not paid by this date will have their talks removed from the programme.
27. Speakers must inform the event organiser(s) and/or IATEFL Head Office immediately if they can no longer present at the event.
28. Speakers must arrive at the onsite event in plenty of time prior to their speaking time to allow for preparations and checks (this time may be clarified by the event organiser), or their presentation may be cancelled. Speakers for online events must arrive in advance of their time slot, and also attend any technical check and/or rehearsal if one is planned.
29. Speakers must ensure that any media content, including photos and videos, they have full permission and usage and copyright rights, and credit any such materials as required. IATEFL takes no responsibility for this important aspect of compliance. It passes full responsibility to the speaker(s) concerned.
30. Speakers must ensure they are presenting original ideas, thoughts and/or research, or fully credit (and receive permission, if appropriate, from) the person, persons or bodies who are the original source(s).

Cancellations and refunds

31. Any refund requests must be made in writing or by email to IATEFL Head Office and will be at their discretion.
32. Event booking cancellation requests received more than one calendar month before the event takes place will incur a 50% cancellation charge on any fees paid.
33. Event booking cancellation requests received less than one calendar month before the event takes place will not be refunded.
34. Any refund requests from IATEFL members who have made and paid for bookings without first logging into their member account (and therefore have paid the non-member price) will be granted at the discretion of IATEFL Head Office and will be subject to administrative charges.

35. Any refunds made after an 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 subject to administrative charges.
36. No refunds will be offered for cancelled sessions, non-attendance or travel disruption for speakers or individuals.
37. Fees paid for an event may not be transferred to a future IATEFL event, nor be used to cover any other IATEFL fees.
38. Fees paid may not be transferred to another person or association.
39. IATEFL cannot provide refunds, or be held liable for any costs incurred, due to a Coronavirus event, or other transmissible virus or disease causing an epidemic or pandemic that prevents, postpones, cancels or delays any bookings, sales or refunds by IATEFL under this agreement and other contracts with third parties, or performance of any obligations by IATEFL under this contract, including (but not limited to) losses and disruptions which caused such delay or postponement of sale, bookings or refunds. Such effects are outside of the control of IATEFL. A Coronavirus Event is an event or delay caused by, or arising from or in relation to the Coronavirus (being Covid19/ SARS-COV2 Coronavirus or any mutation or development thereof).
40. Without limitation to any other provision of this agreement IATEFL shall not be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement, or obliged to provide refunds if such delay or failure results from events, circumstances or causes beyond its reasonable control. In such circumstances it shall at its sole discretion be entitled to reschedule to an alternate date or to transfer the event online if it was originally planned as an in-person event.
41. IATEFL recommends that all delegates for in-person events purchase appropriate insurance to cover their event trip as well as any losses, changes or cancellations. IATEFL cannot be held liable for any such issues.

Delegates with disabilities

42. We take the needs of any who are disabled or who have other access requirements very seriously. However, it is your responsibility to check with the venue that your access requirements can be met. If you have other requirements, please do contact us to discuss whether additional provision can be made available. Such provision will be at the discretion of IATEFL and may incur an additional charge.

Privacy Policy

43. Any personal information submitted on your booking form will be used by IATEFL in accordance with the [IATEFL Privacy Policy](#) in order to facilitate your attendance at the event that you have booked for.

Online events being run free of charge

44. Please note registration does not guarantee you a place at any of our free online events. Places in the room are limited and virtual seats will be allocated on a first come, first served basis.
45. If you are unable to attend on the day or do not get a seat in the room, the session may be recorded. Access to any webinar recording will usually 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.
46. Whilst our free, live webinars are open for everyone to attend, only IATEFL members will receive a certificate of attendance. 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 we can identify you and send you a certificate of attendance. Certificates will be sent via email a few days after the end of the event.

All enquiries relating to these Terms and Conditions should be directed to IATEFL Head Office.
These terms and conditions were last reviewed and updated 25 September 2025.