

## Terms & Conditions for IMM

### **Payment:**

All course fees must be paid within 14 days of receipt of invoice or before the IMM course dates (8 & 9 July), whichever is sooner. Course fees include access to all course sessions, full course documentation, single occupancy accommodation for the nights of Thursday 8 and Friday 9 July, all meals and refreshments during the course dates. Course fees do not cover any extra charges incurred by delegates and charged to their room bill, including any in-room dining, in-room telephone or internet charges or any catering or drinks costs incurred in addition to the meals and drinks provided.

### **Cancellation Policy:**

Course places can be cancelled but all cancellations must be made in writing to C Squared Communications and must be made before Thursday 10 June 2010 to secure a refund. No cancellations can be made after Thursday 10 June or refunds paid. However, a substitute delegate will always be accepted at no extra cost given the request has been made in writing and the client & C Squared Communications Ltd. have received and acknowledged relevant proof of the requested changes. C Squared Communications can accept no responsibility for any transport disruptions or other events outside of the company's control that might prevent attendance at the course and, in such circumstances, no course fees will be refundable.

### **Group Discounts:**

Group discounts on the standard course fee of £1,895 apply for group bookings made by the same booker at the same time at the following rate:

- £1,895.00 per delegate
- £1,705.50 per delegate, 3-6 delegates, (10% discount)
- £1,610.75 per delegate, 7-10 delegates, (15% discount)
- £1,516.00 per delegate, 11+ delegates, (20% discount)

VAT will be charged on bookings made from a UK based office.

Please note, once tickets are booked, any additional delegate places that you wish to book will be treated as a fresh booking. It is not possible to cancel your original booking and add the extra delegates to benefit from a different group rate.

C Squared Communications Ltd, as organisers and owners of IMM, reserves the right to make alterations to the programme content. Please note: where circumstances force C Squared Communications Ltd to cancel the conference, the entire liability of C Squared Communications Ltd shall be limited to a refund of the ticket fees only. Your only remedy is for a refund as set out above, and to the extent permissible by law, C Squared Communications Ltd excludes all other liability to you, whether in contract, tort or otherwise.