

Booking Conditions

1. Each delegate **must** complete a Registration Form. Delegate registrations are issued for your personal use only and cannot be shared with any other person during the Conference. You may not purchase registrations as an agent for any third party or sell your registration to others, or exploit the registration commercially or non-commercially in any way.

The name and organisation details of all registered delegates will be placed on the Delegate List which will be passed to all attendees, including exhibitors, and any subventing body for them to see who is at the Conference for the purpose of networking and meetings. Delegates who do not wish to be included on the Delegate List should advise at the time of booking. Email addresses will only be included on the Delegate List with the consent of individual delegates.

2. An invoice will be raised on receipt of the completed Registration Form and payment may be made by one of the following methods:-

- **Credit Card** - Please provide your credit card details in the space provided on the registration form.
- **Cheque** - Please make cheques payable to BIALL and post to Sovereign Conference at the address shown below.
- **BACS** - **Account Name:** BIALL Conference Account
Bank Address: NatWest Bank Plc, Bristol Queen's Road Branch, 40 Queen's Road, Bristol, BS8 1RD
Account No: 29885175
Sort Code: 60-17-12
IBAN: GB84NWBK60171229885175 **Swift Code:** NWBKGB2L

Please submit a copy of the Remittance Advice to Sovereign Conference.

All invoices must be paid within 30 days of the invoice issue date or prior to the Conference commencement date, whichever is less.

3. Cheque payments must be made in pounds sterling (£). Payments received by Credit Transfers will be subject to a £10.00 fee to cover bank charges.
4. Cancellation up to **Friday 8th May 2020** carries a 50% cancellation fee and after this date or for 'non-attendance' at the Conference there is a 100% cancellation fee.
5. There is a financial penalty on the conference fees for all bookings received after **Friday 3rd April 2020**.
6. **No refund** will be given for any reason other than in condition 4.
7. The British and Irish Association of Law Librarians (BIALL) and Sovereign Conference will not be held responsible for any reason outside of their control should the Conference not be able to commence or be curtailed early.
8. BIALL and Sovereign Conference will not be held responsible for any loss or damage to personal items of any delegate or accompanying person or any other loss or injury caused to a delegate or accompanying person during or in connection with the Conference.
9. All delegates must register at the Conference Registration Desk on arrival. Details of registration times will be confirmed in the final delegate letter which will be forwarded before the commencement date of the Conference.
10. If at any time a non member replaces a member of BIALL on the registration, the additional fees will be charged.
11. BIALL and Sovereign Conference will not be held responsible for their inability to accept a booking for this Conference due to it being over subscribed.
12. Accommodation at the Conference hotel(s) is subject to availability. BIALL and Sovereign Conference will not be held responsible for any delegate not being able to reserve a room at the selected Conference hotel. All reservations must be made direct with Sovereign Conference.
13. BIALL and Sovereign Conference will not be held responsible for arranging any special diets, medical requests, etc, of delegates or accompanying persons but will endeavour to do so if these requirements are advised to Sovereign Conference at the time of booking.
14. Each delegate is responsible for settling their own 'extras', i.e. telephone calls, newspapers, bar charges, additional meals, etc, directly with the hotels.
15. All amendments, cancellations or substitutions **MUST** be received in writing to the Conference Organisers, Sovereign Conference before the commencement of the Conference.

Should you have any queries or require any further information please contact the Conference organisers:

SOVEREIGN CONFERENCE,

Seven Elms, Dark Lane, Astwood Bank, Redditch, Worcestershire, B96 6HB, ENGLAND.

Email: association@sovereignconference.co.uk