



YP Summit
17 November 2022
Online / London / Aberdeen

Registration Terms and Conditions

In these terms and conditions “PESGB” refers to PESGB Conferences Limited

General

- The PESGB takes bookings on a first come, first served basis.
- Those booking on an event must notify the office at least 14 days prior to the event date if they have any specific dietary, health, religious stipulations or any special requirements.
- The PESGB reserves the right to refuse acceptance of any booking.
- Online event fee is VAT exempt. VAT is applicable to the networking events.
- We regret that we are unable to accept payments (including cheques) made in any currency other than pound sterling.
- Certain activities and events are restricted to PESGB members only and the PESGB retains the right to refuse bookings by non-members for these activities.
- The PESGB will not accept liability for any compensation claim arising from any cancellation of an event or activity due to unforeseen circumstances.
- Registrants of all PESGB activities are advised to make their own insurance arrangements and ensure that their own personal and accident insurance is in place.
- The PESGB reserves the right to introduce new and/or amend charges for new bookings for events and activities prior to an event.
- The PESGB will take photographs at events for marketing purposes. By attending an event, you are giving the PESGB permission to use images in which you may feature. In addition, these images may be shared and stored on third-party platforms. Should you not wish to appear in any images, please notify the photographer at the event or email events@pesgb.org.uk
- Please note we may use your email address to advise you of future events, as fitting with our [Privacy Policy](#). If you wish to opt out of this, please email events@pesgb.org.uk
- These terms and conditions may be subject to amendment.

Cancellations and refunds

- Cancellations must be made in writing to the PESGB (events@pesgb.org.uk). Any refunds due to attendee cancellations made within refund deadlines may be made at the convenience of the PESGB after the event has finished.
- 100% of registration fees will be refunded for cancellations received before **27 October 2022**. Cancellations after this date are **non-refundable**.
- If an event is cancelled by the PESGB for any reason a full refund will be given within 30 days of cancellation.
- Any name substitutions must be advised in writing by emailing the PESGB at events@pesgb.org.uk. Name substitutions can only be arranged by the original booking contact and must be made at least 5 days prior to the start of the event.

Offline registrations

- Please note that an additional administration charge of £5.00 per person will be added to all registrations not placed via the website.
- An additional administration charge of £5.00 per person may be chargeable if you need to make any changes to your offline registration once it has been placed.
- We are unable to process any offline registrations, or make any changes to existing registrations, within 5 days of the event.

Official invitation letter

- On completion of the online registration form and receipt of payment, PESGB will issue an official invitation letter. This will only be processed on a request basis. **Please note: We cannot issue a letter until we have received full payment for registration.**