



CCS4G Symposium
14 December 2023
London

Registration Terms and Conditions

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

General

- The GESGB 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.
- Onsite bookings and registrations will be subject to an increased charge.
- Late (within 10 working days of an event taking place) and onsite registrations cannot be guaranteed delegate information, refreshments or other materials.
- Concessionary fee tickets are open to GESGB members only and subject to approval of application.
- The GESGB reserves the right to refuse acceptance of any booking.
- 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 GESGB members only and the GESGB retains the right to refuse bookings by non-members for these activities.
- The GESGB will not accept liability for any compensation claim arising from any cancellation of an event or activity due to unforeseen circumstances.
- Registrants of all GESGB activities are advised to make their own insurance arrangements and ensure that their own personal and accident insurance is in place.
- The GESGB reserves the right to introduce new and/or amend charges for new bookings for events and activities prior to an event.
- The GESGB will take photographs at events for marketing purposes. By attending an event, you are giving the GESGB 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@ges-gb.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@ges-gb.org.uk
- These terms and conditions may be subject to amendment.

PESGB Conferences Ltd

Business and Technology Centre, Bessemer Drive, Stevenage, Hertfordshire, SG1 2DX
VAT Registration Number 577 3478 92. Registered in England, Number: 2649148.

GESGB is a Registered Charity, Number 1085619

Cancellations and refunds

- Cancellations must be made in writing to the GESGB (events@ges-gb.org.uk). Any refunds due to attendee cancellations made within refund deadlines may be made at the convenience of the GESGB after the event has finished.
- 100% of registration fees will be refunded for cancellations received before **14 October 2023**. Cancellations after this date are **non-refundable**.
- If an event is cancelled by the GESGB 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 GESGB at events@ges-gb.org.uk. Name substitutions can only be arranged by the original booking contact and must be made at least 10 days prior to the start of the event. For any name change requests received after this point, the GESGB will endeavour to make the changes where possible reserves the right to charge an administrative fee of £5.00 to cover any unexpected cost.

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.
- We are only able to take payment via invoice for group bookings larger than 10, which will also incur the administration charge detailed above.
- Please note that 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 10 days of the event.

Official invitation letter

- On completion of the online registration form and receipt of payment, GESGB 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.**

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