



IALP 2023 Terms & Conditions

DELEGATE REGISTRATIONS

TERMS OF BOOKING – Congress Registration

- By completing this booking form, you are in agreement to the booking instructions on the registration form, Terms and Conditions, Cancellation Policy and Privacy Policy for IALP 2023
- Registrations are by the completion of the online registration form only.
- Bookings or changes will not be accepted by telephone. Cancellations and or changes must be sent in writing to the registration desk at registration@ialpauckland2023.org.
- There is no refund for non-attendance.
- A name change on a paid registration will be accepted up to two weeks before the congress.
- Payment by Invoice/Bank Transfer will incur a \$25 charge for bank charges and administration.
- All fees/rates are quoted in New Zealand Dollars \$, all bank transfer fees/charges are the responsibility of the delegate.
- No booking will be confirmed in full until payment is received in full.
- Any payments or refunds by bank transfer are subject to a \$25 administration fee.
- Participants are strongly recommended to have their own travel insurance in place (to cover medical, cancellation and all other risks associated) and are responsible for all travel arrangements including visa applications if required. Refunds cannot be offers outside of the terms listed above
- The congress (IALP 2023), Keynote PCO acting as booking office for IALP 2023 and the committees will not be held liable for any loss or damage of personal items of attendees or injury caused at any venue used in connection with the congress.
- The organisers reserve the right to alter any of the programme or other arrangements for this congress; including cancellation or postponement of the event should unforeseen circumstances require it. The organisers accept no responsibility for the resulting costs or inconvenience to participants in this case.
- The organisers do not accept responsibility for any inconvenience or costs due to the non-availability of booked accommodation, tours or social events. Alternate arrangements will be made in the event of unavailability, or monies received will be refunded to participants if suitable alternatives cannot be provided.
- Evening Social Events will be opened for those over 18's only. Children/Minors must be always accompanied by an adult/guardian, who accepts full liability for this child/minor. Note that the congress and all social events and activities have not been planned with children/minors in attendance and must be flagged to the congress office prior to making any booking arrangements. We may cancel your ticket should prior notice not be advised.

PRIVACY POLICY

- The registered party/attendee agrees for their details to be included in the list of participants for official use by the Congress organisers. You will receive regular communication by email of programme and Congress updates.
- Your registrations details are collected by the professional congress organisers for IALP 2023 at Keynote PCO www.keynotepco.ie.
- During the course of the congress should any live webcasts, videos and or photos be taken of participants attending various events, by attending the event you will be accepting that these photos may be used in all future congress marketing activity and by the organisers.

CANCELLATION TERMS – Congress Registration

Delegate Cancellations

- All cancellations and/or changes must be sent in writing to registration@ialpauckland2023.org
- Cancellation refers to complete and/or partial cancellation of registrations, social events and tours.
- Cancellation fees are incurred as follows
Cancellations received prior to 30th April 2023 - full refund less administration fee of \$85.00
Between 1st May 2023 and 20th May 2023 - 50% refund less administration fee of \$85.00
After 21st May 2023 - No refund for cancelled registrations

Delegate Non-Attendance

For further assistance contact Keynote PCO

Tel: +353 1 400 3626 Email: registration@ialpauckland2023.org

IALP 2023 c/o Keynote PCO,

Suite 26, Anglesea House, Carysfort Avenue, Blackrock Co Dublin

[IALP 2023 Privacy Policy](#)



- Should the delegate be unable to attend due to circumstances beyond their control, cancellation fees are subject to terms listed above. This includes the delegate being unable to travel into New Zealand from their country, due to either their own country's travel restrictions or the Irish Government's travel restrictions – this includes refusal of travel visa application.

Cancellation of Congress by the Organisers

- Should the Organisers completely cancel the Congress, with no content or sessions being available on-line, registrations will be refunded in full less a \$85 processing fee.
- Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover such other costs.

Postponement of Congress

- Should the committee need to reschedule the Congress, all registration fees will be transferred to cover attendance on the new Congress dates – no processing fees will apply in this case.
- Should the delegate not wish to accept attendance on the new date they may cancel their registration, in such cases cancellations will be governed by the cancellation terms as outlined above.
- Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover such other costs.

OTHER TERMS AND CONDITIONS – Congress Registration

Travel and Medical Insurance

- Participants are requested to make their own arrangements for health and travel insurance. The Congress fee does not include insurance. We strongly recommend that, when registering for the Congress and making travel arrangements, a travel and/or equipment insurance policy be taken out to cover any loss, cancellation, medical costs, etc. Refunds will not be offered outside of the terms and conditions above, so delegates should ensure they contact their insurance company to ensure sufficient cover is in place from the time of booking. The Organisers do not take responsibility for any delegate, speaker, or exhibitor failing to insure their travel and attendance.

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