



RESPONSIBLE TECH 2019

THE NEW NORMAL JANUARY 31 | British Library, London

An event by **doteveryone** with the **OMIDYAR N**

Terms and conditions

1. Introduction

1.1 These terms and conditions are between the person or company named on the form submitted when booking an event and Doteveryone (company no. 06960661). By booking an event with Doteveryone, you agree to the following terms and conditions.

2. Payment

2.1 Unless otherwise agreed with Doteveryone, you will pay for the event when submitting your booking.

2.2 Doteveryone reserves the right to vary the fee payable for its events at any time. The fee payable for the event you book will be that listed on our website at the time of booking.

3. Cancellation policy

3.1 If you wish to cancel your booking, the following cancellation policy will apply:

You will receive a refund of your fees paid to the Company if you cancel your registration 57 days or more before the Event, subject to an administration charge equivalent to 30% of the total amount of your fees plus VAT.

The full amount of your fee remains payable in the event that your cancellation is 56 days or less before the Event or if you fail to attend the Event.

All cancellations must be sent by email to hello@doteveryone.org.uk marked for the attention of Louise Marston. You acknowledge that the refund of your fees in accordance with this condition is your sole remedy in respect of any cancellation of your registration by you and all other liability is expressly excluded.

4. Confirmation

4.1 Confirmation of booking will be sent to you by email within 24 hours of your booking the event. You must bring your confirmation of booking when you attend the event. Notwithstanding confirmation of booking, if payment is not received by us in full prior to the date of the event, Doteveryone reserves the right to refuse you entry to its event.

5. Substitution requests

5.1 If you are unable to attend the event we welcome substitute delegates attending in your place at no additional cost.

5.2 For security reasons, all requests for substitutions must be received via email at least 48 hours before the event with the name, job title and contact email for both the registered and replacement delegates: hello@doteveryone.org.uk

6. Amendments/Cancellation by Doteveryone

6.1 Amendments: Doteveryone reserves the right to modify the programme up to the day of the event. It may be necessary, due to unforeseen circumstances, to alter the programme, venue and/or speakers. Regrettably, this means no refunds or credit-notes can be issued in line with the cancellation policy.

6.2 Cancellation: If unforeseen circumstances cause Doteveryone to cancel an event all delegates will be informed as soon as possible. There is no entitlement to a refund where Doteveryone is forced to cancel part or all of an event due to reasons beyond our reasonable control. However, refunds may be paid at Doteveryone's discretion.

6.3 Cancellation: If for any reason, Doteveryone has to cancel an event, Doteveryone accepts no responsibility for covering travel, hotel or other costs incurred by delegates and guests.

7. During the event

7.1 You agree to abide by the rules of the venue within which the event is being hosted. If you wish to review the appropriate rules prior to visiting the venue, you must let Doteveryone know in advance by contacting hello@doteveryone.org.uk

7.2 Doteveryone reserves the right to remove you from its event if, in Doteveryone's reasonable opinion, your behaviour is offensive or is likely to cause upset to fellow attendees.

8. Personal data

8.1 You agree to Doteveryone processing your personal data in accordance with our Privacy Policy which is located at: <https://doteveryone.org.uk/privacy-policy/>

9. Contact us

9.1 If you wish to contact us regarding an event you are due to attend, please do so at hello@doteveryone.org.uk or on 020 725 79397.

doteveryone

Last updated: October 2018