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**TERMS & CONDITIONS OF BOOKING THE ICF NATIONAL CONFERENCE 2018****Edinburgh International Conference Centre, 2 - 3 May 2018**

This conference is organised and administered by the Institute of Chartered Foresters (ICF). ICF's registered address is: Institute of Chartered Foresters, 59 George Street, Edinburgh, EH2 2JG.

The online booking system is operated on behalf of ICF by Dataware and delegates should note that any booking/payment receipt confirmation may be from Dataware. However, online booking queries should be directed to ICF.

The currency for tickets for this conference is Pounds Sterling (GBP). VAT, where applicable, will be at the current rate.

**By making a booking, including when made on their behalf by a third party, all delegates note and agree to abide by these terms and conditions:**

1. **Conference Bookings:** All conference bookings will be acknowledged in writing by Dataware (online bookings) or ICF (direct bookings with cheque payment). Where VAT is included in the ticket price, this acknowledgment is also your VAT receipt. Please note that payment in full for **Early Bird bookings (online or postal) must be received on or before 17.00 hrs on Sunday 31 January 2017.** ICF reserves the right to charge the standard booking price for unpaid Early Bird ticket bookings after that date/time.
2. **Conference places** will be allocated on a first-come-first-served basis including bookings for the conference dinner. All are governed by the capacity of the venue rooms. Reserve lists will be operated when full capacity for any part is reached.
3. **VAT:** Conference ticket prices are exempt of VAT. Conference Reception/Dinners are subject to VAT at the current rate.
4. **Accommodation:** Conference tickets **do not** include accommodation. For those delegates who require accommodation, ICF has arranged a special bed and breakfast rate(s), as shown on the ICF website. Rooms must be booked direct with the accommodation provider as instructed and not through the ICF. ICF will not be liable for any costs that delegates incur in relation to accommodation, nor for the availability of rooms. This also applies to parking.
5. **Payments:** All standard bookings and fees must be received by ICF (online, by telephone or post) not less than one week before the conference commences. Places will not be confirmed unless payment in full has been received and ICF retains the right to refuse access to the conference for delegates whose tickets remain unpaid. Delegates who book late and/or unconfirmed bookings may not appear on the delegate list.
6. **Booking information** will be used on the Delegate List which is distributed to delegates, speakers and organisers at this conference, and on the delegate badges. Organisations and job titles will be shown in accordance with the information provided at the time of booking. It is the responsibility of each delegate to inform ICF should their contact or employment details change. Such notifications must be made no later than **Friday 6 April 2018** for the delegate list to be amended. ICF cannot guarantee dietary, access or other special requirements being met for late bookings (after Monday 16 April 2018) but it will endeavour to meet special requests.
7. **Booking cancellation:** If you wish to cancel your booking, please inform ICF in writing (email or letter) immediately. Cancellations will be accepted until **noon on Tuesday 3 April 2018.** There will be no refund of ticket fees for any cancellations made after that time/date. However, substitutions may be made at any time. ICF will only refund fees if we have a waiting list and the ticket can be re-sold. Administration charges will still apply. However, please note that ICF cannot guarantee finding a substitute nor has any contractual obligation to do so.
9. **Refunds** due to cancellations made on or **prior to noon on Tuesday 3 April 2018** will be subject to ICF's retention of a £30.00 administration fee. This cancellation fee will not be applied to Student Member bookings.
10. **Delegate substitutions:** These can be made at any time subject to ICF being notified of, and accepting, the substitution. If a substitution is made after **Friday 6 April 2018,** ICF cannot guarantee the amendment will be made to the delegate list. There will be NO refund of any kind for non-attendance at the conference. ICF cannot guarantee dietary, access or other special requirements being met for late substitutions but it will endeavour to meet special requests.
12. **Programme:** The ICF reserves the right to amend the programme without prior notice to delegates in circumstances beyond its control. In the event of cancellation of this conference by ICF, delegates will be advised in writing (normally email) not less than 48 hours before the event wherever possible and any fees outlaid will be refunded in full as soon as possible after the date of notification.
13. **Dispute:** Any dispute with ICF regarding this conference will be subject to the Law in Scotland.