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# Terms & Conditions

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## General

This conference is organised by The Society of Will Writers and Estate Planning Practitioners registered in England and Wales - Company Number: 02918900.

Any reference to 'us', 'we' or 'our' shall mean The Society of Will Writers and Estate Planning Practitioners.

Any reference to 'you' or 'your' shall mean the delegate.

## Bookings

A booking will be confirmed by us on receipt of a satisfactory booking form via post, email or online. Where details are missing or unclear we will email you for further information.

Upon receipt of your conference booking, you will be emailed with location information and payment details.

A booking includes your conference and any accommodation options for the price stated on the booking form. No substitutes or discounts will be available unless otherwise stated.

Spaces at conference are subject to availability.

We reserve the right to reject any booking without having to give a reason.

## Tickets

Tickets will be emailed to you no later than 17:00 on the 3rd October 2022 providing payment has been received by us. For bookings received after this date, tickets will be sent within 3 working days following receipt of payment.

You must bring your ticket with you (printed or electronically) in order to be admitted into the event. If you cannot produce a valid ticket we reserve the right to refuse your entry.

## Advertising & Recruitment

Advertising and/or recruitment at the event is strictly prohibited unless you have sought and received permission from us.

## Content

All rights in all presentations, documentation and materials published or otherwise made available as part of the conference (including but not limited to any documentation packs or audio or audio-visual recording of the conference) ("Content") are owned by us or are included with the permission of the owner of the rights. No (i) photography, filming or recording; or (ii) republication, broadcast or other dissemination of the Content is permitted. You shall not distribute, reproduce, modify, store, transfer or in any other way use any of the Content (save that use by the relevant delegate for internal business purposes shall be permitted), and in particular (but without limitation) you shall not (and shall procure that each of your delegates shall not):

- Upload any Content into any shared system;
- Include any Content in a database;
- Include any Content in a website or on any intranet;
- Transmit, re-circulate or otherwise make available any Content to anyone else;

- Make any commercial use of the Content whatsoever; or
- Use Content in any way that might infringe third party rights or that may bring us or any of our affiliates into disrepute.

The Content does not necessarily reflect our views or opinions. Suggestions or advice contained in the Content should not be relied upon in place of professional or other advice. Whilst we take reasonable care to ensure that the Content created by us is accurate and complete, some of it is supplied by third parties and we are unable to check its accuracy or completeness. You should verify the accuracy of any information (whether supplied by us or third parties) before relying on it. The Content is provided on an "AS IS" basis without any warranties of any kind (express or implied). We hereby exclude to the fullest extent permitted by law all liabilities, costs, claims, damages, losses and/or expenses arising from any inaccuracy or omission in the Content or arising from any infringing, defamatory or otherwise unlawful material in the Content. To the extent that any Content is made available by us online we reserve the right to suspend or remove access to such Content at any time.

## Payments

Your place at conference will be confirmed once payment has been received. You will be sent an invoice for your booking and may make payment by BACS into our conference account or by paying online or over the telephone by card. No card information will be retained after the payment has been made. Your payment must be received by us no later than 16:00 on the 9th September 2022. If your booking is received after this date payment will be required from you at the time of booking. We reserve the right to refuse your entry to the event for any late or non-payments.

## Cancellations

Should you wish to cancel your booking, please notify us in writing by sending your cancellation to Diane Mandeville, either by email to [diane@willwriters.com](mailto:diane@willwriters.com), or by post to Chancery House, Whisby Way, Lincoln, LN6 3LQ. Once we have received your cancellation we will confirm receipt within 3 working days.

If your booking is cancelled before 16:00 on the 10th September 2022 then a full refund minus an administration fee of £25 will be given. Bookings cancelled after this date including non-attendance will be due no refund.

## Liability

We accept no liability for the advice or information given by speakers, exhibitors or other 3rd parties at the conference.

## Privacy Statement

For information about how we hold and use your data please see our privacy statement.

We reserve the right to amend these terms and conditions where necessary. Delegates will be notified in writing.